

## Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage (<http://www.ccsdut.org/Birch>) and select the Online Scheduler link on the right side of the screen.
2. From the Online Scheduler Home Page
  - a. Choose your student's school from the drop down list and click "GO"
  - b. Enter the school password: birch (**Note this is all lower case**)
  - c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
  - d. Verify the student's birth date
  - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
  - f. If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "**Do you want to schedule conferences for another student?**" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
  - g. You will then see the available time slots for each teacher you selected.
  - h. Select the times that work best for your schedule.
  - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
  - j. Once you have finished you can confirm your appointment details and print your conference schedule.
  - k. Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help: Contact your child's teacher or the school office: 792-7690

January 14<sup>th</sup>, 2014

Dear Parents,

Our second and final SEP Conference is quickly approaching and our school will again be using an On-line Scheduler for appointments. This gives you greater flexibility in finding a time that will best meet your needs. The parent window opens beginning at 8:00 A.M. on January 15<sup>th</sup>, 2014 (Wednesday) and runs until 11:00 P.M. on January 29<sup>th</sup>, 2014 (Wednesday). Parents, during this time, you will have the opportunity to access your child's teacher calendar and schedule a convenient conference time. If you have not made an appointment by January 29<sup>th</sup>, 2014, teachers will pick a time for you and notify you in a take-home note just prior to the conference period. Parents if you are scheduling multiple children please try to leave a block of time in between your children's conferences to avoid pushing the schedule back even a couple of minutes.

The school welcomes you to come in and use one of our computers, in the media center, if you do not have internet access at home or work.

Please be sure to take advantage of this opportunity to efficiently schedule your appointments. The appointments are available on a first-come, first-serve basis. **The easy to follow instructions are on the back of this sheet.** Our hope is that this will give you enough time to make the necessary arrangements to meet with your child and his/her teacher for this vital appointment during the schedule times.

Please be aware of the following dates and times:

Wednesday 2/5/2014	Regular School Day for ALL Students. Evening Conference Times: 3:50 P.M. – 7:50 P.M.
Thursday 2/6/2014	No School for Kindergarten Students. (Conferences ongoing ALL day.) <b>Minimum School Day for 1<sup>st</sup> - 5<sup>th</sup> grade students.</b> <b>Lunch will be served.</b> <b>Students will be dismissed at 1:00 P.M.</b> Conference times: 1:30 P.M. - 7:30 P.M.
Friday 2/7/2014	No School for Kindergarten Students. (Conferences ongoing ALL day.) <b>Regular Friday Schedule for all 1<sup>st</sup> - 5<sup>th</sup> grade students.</b> <b>Students will be dismissed at 2:10 P.M.</b>

Thank You,

