HOW TO SCHEDULE SEP CONFERENCES

Parents,

Granite School District has implemented a program to assist you in scheduling SEP conferences. You will be able to go into the program and schedule the times that you prefer yourself. For those with more than one student this is especially nice because you can see multiple teachers' schedules and schedule your family at times that are convenient for you. **The days this will be available are** <u>**February 3, 2017 – February 8, 2017.**</u> After that the teachers will go in and schedule you on whatever time slots are left open.

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage (<u>http://schools.graniteschools.org/foxhills</u>) and select the Online Scheduler icon/link.

2. From the Online Scheduler Home Page

   a. Choose your student's school from the drop down list and click "GO." ***PLEASE NOTE: ALL TEACHERS (ALC TEACHERS, TOO) ARE NOW LISTED UNDER FOX HILLS ELEMENTARY.***

   b. Enter the school password: **foxhillsfox**

   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 (<u>you will need this number to cancel your appointment</u>).