



## Bacchus Elementary SEP Conferences Sept. 23<sup>rd</sup> & 24<sup>th</sup>

In response to our current COVID-19 circumstances, we are encouraged to hold our SEP conferences in a distance format. After considering our options we are going to hold our conferences through phone calls to parents as much as possible. We understand that parents are concerned with how their own child is doing in school and we hope to be able to share information with parents during this phone call. There are other options available and we will work to meet the needs/requests of all parents. Please contact your child's teacher directly to make conference arrangements if you are wanting a different option than a phone call.

The new format will still require parents to sign up for an individual conference appointment. This is done on-line through the Canyon Creek Scheduler. If you do not have access to the internet, you can also call the teacher or office to set an appointment time. On the back of this paper are the instructions for making appointments on-line.

- One benefit of using this system is that parents can see what times are available and determine what works best for them. If you have more than one child, you can set their appointments close to each other on the same day.
- Any parent who does not set their own appointment, will be assigned a time on Sept. 17<sup>th</sup> next week.

We are excited to meet with you in the coming weeks. Please visit the school's website to begin the process.

### **Step-By-Step Parent/Guardian Instructions Canyon Creek Online Scheduler**

1. Visit the school's homepage and select the Online Scheduler icon/link.

<https://schools.graniteschools.org/bacchus/>

2. From the Online Scheduler Home Page

- a. Choose your student's school (Thomas W. Bacchus) from the drop-down list and click "GO"
- b. Enter the school password: **Bacchus**
- 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. Their student ID is their "9 number."
- 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 change your appointment)

Need help? Contact the School and we will be happy to help you.  
(385)646-4762