

Scheduling Your SEP Conference



Fall parent-teacher (SEP) conferences will take place **online** this year. As with previous years, however, parents/guardians will use the **Online Scheduler** to schedule a time to meet digitally with their child's teacher(s). If you require specific accommodations or would like to request to conduct your SEP conferences in person, please contact your child's teacher directly.



Visit your school's website and locate the **Online Scheduler** link (if using a desktop/laptop, the link is in the right-hand column of the page; if on a mobile device, scroll down on the page until you locate the link). Before clicking the link, take note of your school's Online Scheduler password (accessed through the Online Scheduler link).

When you get to the Online Schedule homepage:

1. Choose your student's school from the drop down list and click **GO**.
2. Enter the school password (accessed through the Online Scheduler link).
3. Enter your student's Student ID. If you do not know their Student ID, click the **LOOKUP STUDENT ID** to find it.
4. Verify your student's birth date.
5. A list of your student's teachers will be displayed. Check the box next to the name of the teacher(s) you would like to meet with.
6. If you have more than one student enrolled at the school, select YES to **Do you want to schedule conferences for another student?** From here you can see the schedules for all of your students' teachers. If you only have one student, answer NO to that question.
7. Select the meeting times that work best for your schedule.
8. Enter your email address (recommended) if you would like an email reminder sent to you.
9. Once you're finished, confirm your appointment details and print/save your conference schedule.
10. Write down your **Confirmation Number**. You will need this number in the event you need to cancel your appointment.
11. Your child's teacher will provide details on how to connect to the virtual SEP conference for your time slot.

Questions? Visit the Educational Technology website (<https://www.graniteschools.org/edtech/canyon-creek-online-scheduler/>) or call your school directly for assistance.

