

Parents,

Parent teacher conferences will be held on Monday, September 21<sup>st</sup> and Tuesday, September 22<sup>nd</sup>. We will be holding conferences virtually via Zoom. We will have appointments available for parents from 4:00 p.m. – 6:40 p.m. (Attached to this email you will find video instructions for parents to help with conferences and the instruction sheet.)

<https://youtu.be/RPf5rlh44So>

**PLEASE NOTE THAT THE DEADLINE TO SCHEDULE AN APPOINTMENT ON CANYON CREEK SCHEDULER IS SUNDAY, SEPTEMBER 20<sup>TH</sup> @ MIDNIGHT. IF YOU MISS THIS DEADLINE, YOU WILL NEED TO COMMUNICATE DIRECTLY WITH THE TEACHER TO SCHEDULE AN OPEN TIME WITH THEM DIRECTLY.**

Step by Step instructions for parents are attached to help you schedule your appointment. Please follow the instructions carefully. Contact information is included if you need additional support.

We will be doing blocks of 5-minute increments. So please make sure you limit your conversations as the teachers will have appointments every 5 minutes in order to help facilitate more parents being able to meet with the teachers.

You will need to go online and set up your appointments with each teacher you are wanting to conference with. Please make sure you allow time in between your appointment to go from one Zoom waiting room to another. Please do not set your appointments up every 5 minutes.

### **Special Circumstances for Parent Teachers:**

We have a few situations that are different for parents' teacher conferences this year, as we have had new teachers added to our staff after the year began, and a variety of other situations. Please read in case these teachers are on your child's schedule, when in doubt, please email the teachers if something is not working.

Shawn Averett – will **NOT** be holding conferences on Monday and Tuesday. If you have scheduled a conference, please know that it will need to be rescheduled. Mr. Averett will be contact parents via canvas to have conferences after this week.

Dance – some schedules were set up under Mrs. Brown's name. Our new dance teacher is names Mrs. Humphrey (Zachrison may show up on schedule). If you cannot schedule a conference under these names, please contact Mrs. Humphrey directly via email and set up a time. She will be at Conferences on Monday and Tuesday from 4:00 – 5:45. Her email is [jazachrison@graniteschools.org](mailto:jazachrison@graniteschools.org)

Mr. Poll (Woods) – Mr. Poll is at two schools and the Canyon Creek Scheduler was not allowing him to be on our list. Please contact him directly if you need an appointment with him. His email is: [mtpoll@graniteschools.org](mailto:mtpoll@graniteschools.org)

Mr. Ehounou (French) - Mr. Ehounou is at two schools and the Canyon Creek Scheduler was not allowing him to be on our list. Please contact him directly if you need an appointment with him. His email is: [aehounou@graniteschools.org](mailto:aehounou@graniteschools.org)

Mr. Morgan (PE and Freshman Success) – Mr. Morgan is new to Skyline as of last week. The classes were being taught by several other teachers at our school until he was hired. Your students schedule should

reflect the correct teacher now, but he also is not on our Canyon Creek scheduler, please contact him at [ehansen@graniteschools.org](mailto:ehansen@graniteschools.org)

### **Part Time Teachers:**

We have several teachers that are working part time. They will be available one of the nights. But remember if you are not available on that night you may also check in with them via email or set up a Zoom meeting time during their distance learning Fridays.

Julie Jackson (listed under Tim Erickson)	<a href="mailto:jajackson1@graniteschools.org">jajackson1@graniteschools.org</a>
Sonja Blodgett (listed under Thornbrue)	<a href="mailto:sjblodgett@graniteschools.org">sjblodgett@graniteschools.org</a>
Mr. A Ehounou	<a href="mailto:aeounou@graniteschools.org">aeounou@graniteschools.org</a>
Mr. M T Poll	<a href="mailto:mtpoll@graniteschools.org">mtpoll@graniteschools.org</a>
Mrs. V Parry	<a href="mailto:vdjames@graniteschools.org">vdjames@graniteschools.org</a>
Jenny Humphrey (listed under Zachrison)	<a href="mailto:jazachrison@graniteschools.org">jazachrison@graniteschools.org</a>
Laurie Stringham	<a href="mailto:llstringham@graniteschools.org">llstringham@graniteschools.org</a>
Amy Brindley	<a href="mailto:ambrindley@graniteschools.org">ambrindley@graniteschools.org</a>
Rebecca Baugh	<a href="mailto:rbaugh1@graniteschools.org">rbaugh1@graniteschools.org</a>

### **Hourly Teachers:**

We have two hourly teachers, and they are not required to be at Parent/Teacher conferences. If you have concerns you need to bring up with them, please email them directly.

Joey Kennedy [jdkennedy@graniteschools.org](mailto:jdkennedy@graniteschools.org)

Cassi Lalli [cralli@graniteschools.org](mailto:cralli@graniteschools.org)

### **Counselors/Social Worker:**

Counselors and our Social Workers are not attached to Canyon Creek Scheduler. If you need to make an appointment with your child's counselor or our social worker, please call the Counseling Center secretary Christy at 385-646-5421 (She is available 7-1 most days) to schedule an appointment during the parent teacher conference times.

## Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage (<https://schools.graniteschools.org/skylinehigh/>) 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"
  - b. Enter the school password (skyline)
  - 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 the school's Online Scheduler™ specialist:

Name: Ms. Heidi Williams

E-mail: [hwilliams@graniteschools.org](mailto:hwilliams@graniteschools.org)

Phone: 385-646-6853