

Dear Fabulous Foothill Parents,

Our Parent-Teacher Conferences are scheduled for February 5th and 6th from 4:30 -7:30 PM.

**WE ARE SCHEDULING PARENT-TEACHER CONFERENCES ON-LINE! YOU CAN MAKE APPOINTMENTS FROM YOUR HOME OR WORK ANYTIME OF THE DAY OR NIGHT FROM SUNDAY, JANUARY 19 TO JANUARY 31 AT 11:59pm.** If you need to change an appointment, you can do that from home as well. The system will e-mail you to verify your appointment and will e-mail a reminder to you a couple of days prior.

**In order to create your Conference appointments, please do the following:**

- 1) Visit the school's home page (foothill.alpineschools.org) and select the Online Scheduler icon/link.
- 2) From the Online Scheduler Home Page:
  - a. Choose "Foothill Elementary" from the drop down menu
  - b. Enter the school password (**explorers**). Click "Login."
  - c. Choose the student's teacher. If you have multiple students, select each of their teachers. Press "Go" at the bottom of the page.
  - d. If you have selected just one teacher, you will see that teacher's entire week's schedule on one page. Select a time slot for a given day from the list of options.

**Note:** If you have selected more than one teacher, you will receive a message indicating "no available appointments for that date." Select either February 5 or February 6 from the pull down menu. You will now see the teachers' schedule in a side-by-side format (you may change the date if necessary from the drop down menu).

- e. Enter your student's "Student ID" in the yellow box. Click "Go." Verify student's birth date in the drop down menu.

If you cannot remember their student ID, use the LOOKUP STUDENT ID button to find the ID. Enter the student's name and birth date (contact the school if the system does not accept your student's birth date to verify the school's records are correct).

- f. Confirm your appointment details.
- g. Enter your email address (optional) if you would like an email reminder sent to you.

Select the "**MAKE SEP APPOINTMENT**" button.

- h. Write down the SEP confirmation Number (you will need this number to make any changes to this appointment).

If you have just one student, you are finished. If you have additional students, select "make another appointment" to select the time slot for your second student. Follow the same steps to set and confirm your remaining appointments. Please skip a ten-minute block of time between appointments to allow for movement from one room to another.

If you do not have access to a computer, there will be computers available in the school media center for your use. There are also computers available at the public libraries.

Mrs. Pinegar and Mrs. Hill will be available each night of the conference. Rather than scheduling an appointment on-line, please stop by their classroom to see them. Kindergarten parents, please check the scheduler for additional day-time appointments.

Need help? Contact our school's Online Scheduler specialists:

Names: Jan Burr or Pam Scott

Phone: (801)610-8107

**If you have more than one child and would like your appointment times to be together, you MUST schedule them online during the parent scheduling time. Otherwise, each teacher will schedule appointments for students who do not have a time. This makes it VERY UNLIKELY that your appointment times will be together.**

**Thanks for your effort in scheduling an SEP appointment!**