

## Parent Teacher Conference Scheduling

Parent Teacher Conferences will be held from 1:15p.m. to 3:15p.m. October 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> in the Bowditch Media Center.

In order to allow greater flexibility in scheduling Parent/Teacher Conferences, we are making scheduling available online for a two week period. **From Sept. 19<sup>th</sup> through September 28<sup>th</sup>**, you will have the opportunity to schedule parent teacher conferences online.

**You do not need to meet with all of your child's teachers, just the ones with whom you choose to have a conference.** Each conference is 5 minutes in length. Please be on time and be respectful of the time limit. In order to make sure there are enough opportunities for academic conferences, conferences will not be scheduled for study hall, office aide or teacher aide periods.

### Step-By-Step Parent/Guardian Instructions:

Visit the Parent Teacher Conference Web Site at <https://www.canyoncreeksoftware.com/scheduler/ca/smfc/index.cfm> and select the Online Scheduler link.

When the Scheduler opens:

Choose your student's school from the drop down list and click "GO"

Enter the school password: Buccs

If you know your child's student's ID type it in.

If you do not know your child's student ID, click the **LOOKUP STUDENT ID button** to access the system and enter your student's name and birthdate

Verify your student when prompted

A list of your student's teachers will be displayed.

♦ **You may see additional teachers listed. Please only make appointments with your child's current teachers.**

Click only those teachers you would like to meet with-

♦ **Only one conference slot per teacher may be scheduled regardless of how many classes your child has with that teacher**

Next you will be asked if you have more than one student for which to schedule conferences.

- 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

- If you only have one student, answer NO to this question.

At the top of the page select the date on which you would like to schedule your conferences

You will then see the available time slots for your child(ren)'s teachers.

Select the times that work best for your schedule

♦ **Enter your email address if you would like an email reminder sent to you.** (Your email address is kept private and used for confirmation and reminder emails.)

Once you have finished confirm your appointment details and print your conference schedule. **Write down your Confirmation Number!** You will need it if you need to make any changes during the conference scheduling window.

**If you need help with the scheduling tool please email** [support@canyoncreeksoftware.com](mailto:support@canyoncreeksoftware.com) **or call Support: 1-866-784-3981**

**PLEASE DO NOT CALL THE SCHOOL OFFICE**