

February 7, 2018

Dear Parents,

We will be using the Online Scheduler to arrange our Parent Teacher Conference appointments for February 28th and March 1st this school year. This will provide a greater flexibility in scheduling appointments with our teachers.

You may begin scheduling on **Monday, February 12th until Friday, February 23rd**. The appointments are available on a first-come, first-serve basis. If you have not made an appointment by February 26th, teachers will pick a time for you and notify you before conferences with either an email, phone call, or take-home note.

If you do not have Internet access at home or work, you may access the computers at your local library or you may call the school to help schedule an appointment.

The Parent Instructions on the back of this letter will explain how to go online and schedule your conference times.

- ***Please note, the link will not work on a cell phone.**

If you have any questions, please call the school at 801-826-8650.

Sincerely,

Tracy Stacy
Principal, Lone Peak Elementary

PLEASE NOTE:

EARLY RELEASE DAY (School dismisses at 1:40)

March 1st

NO SCHOOL (Compensatory Day)

March 2nd

(INSTRUCTIONS ON BACK)

Online Scheduler

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage:
2. (**www.lonepeak.canyonsdistrict.org**) and select the Online Scheduler icon/link.
3. 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 (**eagle**)
 - 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 the 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 Lone Peak Elementary by phone at 801-826-8650.