



Setting a course for excellence

EAST ROCKAWAY SCHOOL DISTRICT

Superintendent of Schools
Lisa J. Ruiz

Dr. Ayesha M. McArthur
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October 19, 2020

Dear Parents/Guardians:

As you are aware, we will be using the Canyon Creek Online Scheduler to set up appointments for Parent Teacher Conferences this year. The dates for the November Parent Teacher Conferences are **Monday, November 9th 3:15 – 7:15 p.m. (teacher windows will vary from 3:15-6:15 or 4:15-7:15) and Thursday, November 19th from 6:30-8:30 p.m.** Please note that each conference will be scheduled for 15 minutes for K-5 parents and 7 minutes for grade 6. Parents of 6th grade students will have the opportunity to meet with both teachers, so please schedule one appointment with your child's homeroom teacher. Please note the following:

- Conferences will continue to be 15 minutes. As with in-person conferences, we will not be able to exceed this time allotment.
- Teachers will hold the conferences virtually or teleconference. Google Meet codes will be provided to you for virtual meetings. Please be prepared to receive your call for teleconference a few minutes *before* or *after* your specified conference date and time in order to maintain our schedule. Teachers will be calling from blocked numbers and do not have the ability to conference call with multiple people.

We would like to strongly encourage you to schedule appointments with all staff members who provide instruction to your children. This includes special area teachers such as Music, Library and Physical Education. Meeting with our non-classroom based teachers who work with your children will help you to get a better understanding of their strengths and progress to date.

Directions for accessing the "Canyon Creek Online Scheduler" are enclosed. Please contact your child's teacher or the main office to assist you with scheduling if you do not have access to a computer.

Best regards,

Dr. Ayesha McArthur, Principal

cc: RA All Teachers

Using the “Canyon Creek Online Scheduler”

Starting Wednesday, October 21st through October 30th you will have the opportunity to access our calendar and pick an available time that best fits your schedule for your Parent Teacher Conference.

You may use any computer to schedule your appointments.

The following instructions are **necessary** to help you to select an available time and create the necessary appointments.

Step-By-Step Parent/Guardian Instructions

1. Visit the District’s homepage (www.eastrockawayschools.org) – On the far right, under “Quick Links” at the bottom you will see this Online Scheduler icon/link.



Please click on this to access the system

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 (**Rhame**).
 - c. Click 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 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.
 - h. Select the times that work best for your schedule. Be sure to leave enough time between appointments.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address will be 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 if necessary.)

If you need assistance please email support@canyoncreeksoftware.com or call 1-866-784-3981