



Western Placer
Unified School District

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Principal
Kevin D. Kurtz

October 16, 2013

Dear Parents/Guardians,

Parent/Teacher conferences are coming up November 18 - 22. To give a greater flexibility in scheduling Parent/Teacher Conferences, we have made conference scheduling available via the internet. **Beginning October 19 and running until midnight November 6**, you have the opportunity to access your teacher's conference schedule and pick an available time that best fits your schedule.

If you have not made an appointment by Thursday, November 7, your child's teacher will make an appointment for you and notify you in a take home note during the week of November 11.

The school welcomes you to use one of their computers during normal school hours if you do not have access to the internet at home or work. Alternatively, you may use a computer at the community library.

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

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage and select the Online Scheduler icon/link.
2. From the Online Scheduler Home
 - a. Choose your student's school from the drop down list
 - b. Enter the school password (school password is "95648")
 - c. Choose the student's teacher. If you have multiple students, select each of their teachers
 - d. Select a time slot from the list of options for your first student. Note: if you have selected more than one teacher, you will see their schedules in a side-by-side format for a given day. You can select which day to display from the drop down list at the top of the schedules. If you have selected just one teacher, you will see that teacher's entire week schedule on one page
 - e. Enter your student's "Student ID". If you cannot remember their Student ID, use the LOOKUP STUDENT ID button to find the ID
 - f. Verify the student's birth date (contact the school if the system does not accept your student's birth date to verify the school's records are correct)
 - g. Confirm your appointment details
 - h. Enter your email address (optional) if you would like an email reminder sent to you
 - i. Choose email reminder from the drop down menu
 - j. Select the MAKE SEP APPOINTMENT button
 - k. 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 student(s), the system will take you back to step "d" to select the time slot for your second student. Follow the same steps to set and confirm your remaining appointment(s).

Best regards,

The Lincoln Crossing Staff