



Rocklin Unified School District  
**COBBLESTONE ELEMENTARY SCHOOL**

Kathy Goddard, Principal



October 18, 2016



Dear Parents/Guardians,

To give you greater flexibility in scheduling Parent Teacher Conference appointments, Cobblestone Elementary has now made conference scheduling available via the internet. Beginning Saturday, October 22, 2016, and running until midnight Sunday, October 30, 2016 you will have the opportunity to access the calendar of your child's teacher and pick an available time that best fits your schedule. **The simple step by step instructions on the back of this sheet are necessary to help you to select an available time and create an appointment.**

The school invites you to use the computer located in the conference room in the Administration Office 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.

If you have not made an appointment by midnight, October 30, 2016, your child's teacher will make an appointment for you and notify you of the date and time in a take home note that will be sent home in the Tuesday Folder on Tuesday, November 1, 2016. **Conference week is Monday, November 14 – Friday, November 18, 2016. All TK – 6<sup>th</sup> grade students will arrive at 7:50 a.m. and will be dismissed at 12:20 p.m. (You may also want to make note that Monday, November 7<sup>th</sup> is a minimum day and students will begin at 7:50 a.m. and be dismissed at 12:20 p.m. as well.)**

We are confident that you will find this is an easy way to make and change appointments. Please take full advantage of the system. If you would like assistance in learning to schedule your conferences on line, please come by the school office during regular business hours and we will be happy to help you.

Best Regards,

Kathy Goddard  
Principal

MISSION STATEMENT

We provide our students appropriate placement in a caring environment that will foster self-esteem, academic achievement, responsible behavior and an enduring desire to learn.

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

1. Visit the school's homepage (<http://ces.rocklinusd.org/>) and select the **Online Scheduler**



2. From the Online Schedule Home Page:

- a. Choose **COBBLESTONE ELEMENTARY** from the drop down list.
- b. Enter the school password (**COUGARS**).
- c. Choose your child's teacher. If you have multiple children, select each of their teachers.
- d. Select a time slot from the list of options for your first child. 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 child's "Student ID." If you do not know or cannot remember their Student ID, use the LOOKUP STUDENT ID button to find the ID. Use your child's name as it appears on the label on the front of this sheet.
- f. Verify your child'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 (your email address will not be used for any other purpose).
- 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).
- l. Once you have a confirmation number, you are finished with that appointment! If you have just one child, you exit the system. If you have additional children, the system will take you back to step "d" to select the time slot for your second child. Follow the same steps to see and confirm your remaining appointment(s).