



CRIMSON VIEW ELEMENTARY

2835 East 2000 South
St. George, Utah 84790

Dear Parents,

SEP appointments will be held from February 27 through March 1 from 1:30-4:00. We will dismiss at 1:15 on these days. There will be no kindergarten on February 27 and February 28 with an early release time for kindergarten on March 1. February 26 is a PLC Collaboration early release day. Parents can schedule a SEP appointment using the Online Scheduler.

The instructions for the Online Scheduler are below. Students are invited to attend this SEP.

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage cves.washk12.org and select the Online Scheduler icon/link.
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 "wildcats"
 - 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 teacher will be displayed. Check the box next to the name of the 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 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 Terra Barnes at 634-7000 or email at terra.barnes@washk12.org.