

# Rocklin Unified School District

## SUNSET RANCH ELEMENTARY SCHOOL

2500 Bridlewood Drive  
Rocklin, CA 95765

*Bill MacDonald, Principal*  
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February 15, 2018



Dear Parents/Guardians,

To give you greater flexibility in scheduling parent teacher conference appointments, Sunset Ranch Elementary School offers conference scheduling via the internet. **Beginning at 12:01 am Sunday, February 25, 2018 and running until 11:59 pm on Friday, March 2, 2018**, you will have the opportunity to access the conference schedule of your child's teacher and pick an available time that best fits your schedule. **The simple step-by-step instructions BELOW can be used to help you schedule your conference.**

If you have not made an appointment by midnight on Friday, March 2, your child's teacher will make an appointment for you and notify you of the date and time in a note that will be sent home on Wednesday, March 7.

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 online, please come by the school office during regular business hours and we will be happy to help you.

Best Regards,

*Bill MacDonald*

Bill MacDonald  
Principal

## Step-By-Step Parent/Guardian Instructions

1. Navigate to the [Online Scheduler Web Page](#).
2. From the Online Scheduler Home Page:
  - a. Choose **SUNSET RANCH ELEMENTARY** from the drop down list.

### **b. Enter the school password (COYOTES).**

- 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).