



Creekside Oaks Elementary School

Community Of Empowered Students

Western Placer Unified School District
"Excellence in Education"

Monday, October 29, 2018

Dear Parents / Guardians,

Our teachers set aside time to meet with parents to review student progress during the first quarter of school. At this meeting, you will have time to review the progress report and discuss any questions you might have about your child's education.

To ease the process of scheduling Parent/Teacher Conferences, Creekside Oaks Elementary School is using an online scheduling program. Beginning **October 29th**, you will have the opportunity to access our online conference calendar and pick an available time that best fits your schedule. The online scheduler will be available for use until **November 16th**. Please make sure you schedule your conference(s) by this date. You will find this is an easy way to make and change appointments.

ONLINE Conference Scheduling Instructions

1. Visit the school's homepage <http://coes.wpusd.org/> and select the Online Scheduler icon/link.
2. Choose Creekside Oaks Elementary from the drop down list and click "Go".
3. Enter the school password --- "hawks".
4. Find your student's ID. Use the LOOKUP STUDENT ID button to access the system.
5. Verify the student's birth date.
6. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
7. If you have more than one child in the school, you can see all of their 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 child or children. If you only have one student, answer NO to that question.
8. You will then see the available time slots for each teacher you selected.
9. Select the times that work best for your schedule.
10. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
11. Once you have finished you can confirm your appointment details and print your conference schedule.
12. Write down the Confirmation Number (you will need this number to cancel your appointment).

IMPORTANT NOTE: If you do not have the capability to schedule your child's conference online, please contact your child's teacher by calling the school at (916) 645-6380. Your child's teacher will assist you in scheduling a conference time based on available time slots and your personal preference.

As always, don't hesitate to contact your child's teacher with any questions or problems accessing the scheduling system.

Reno Penders
Principal

"Building a community while empowering students with skills needed to be successful lifelong learners."

Vision: "Upon promotion from Creekside Oaks - students will have the academic, social, language, technological, and organizational skills to be successful middle school students".

2030 First Street
Lincoln, CA 95648

Reno Penders
Principal

Mark Rodriguez
Assistant Principal

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