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Julie Mootz, Principal

Dear Parents,

Using an online scheduler will assist you with setting up parent teacher conferences for your student.

You will choose your appointment by visiting the Oak Hollow Elementary Website at: <http://oakhollow.canyonsdistrict.org>.

Look for the icon in the upper right-hand corner that says "Online Scheduler."

Click on the link and it will take you to where you can schedule your appointment.

On the second page of this letter you will find step-by-step instructions on how to schedule your appointment. Please ask the front office if you need the school password.

If you do not have access to a computer or the Internet, a computer will be available in the office here at the school for you to come in and schedule your appointment. If you do not schedule an appointment, one will be scheduled for you and you will be notified by phone.

We hope that by using this system it will be easier and more convenient for you to schedule this assessment for your child. Please feel free to call the school if you have any questions.

Sincerely,

Julie Mootz
Principal

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage oakhollow.canyonsdistrict.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- if you need this password, please contact the school office.

- 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 teachers will be displayed. Check the box next to the name of each teacher(s) 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.)