



Online access will only be available:
Thursday, Oct. 13 through
Thursday, Oct. 20

HOW TO SCHEDULE A PARENT/TEACHER CONFERENCE

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage
<http://bvsd.org/schools/crestview/Pages/default.aspx>
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: cougar
 - 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. (The student ID is the same number your student uses in the lunch line. Your student knows his/her number.)
 - d. Verify the student's birth date
 - e. 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/reschedule your appointment)**

Need help? Contact the school's office at 720-561-5461.