

VALLEY VIEW ELEMENTARY SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

SHARI ANDERSON
PRINCIPAL

ROCKLIN UNIFIED
SCHOOL DISTRICT



October 25, 2018

Dear Parents/Guardians,

To give you greater flexibility in scheduling Parent teacher Conference appointments, Valley View Elementary offers conference scheduling via the Internet. **Beginning Monday, October 29, 2018 and running until midnight on Saturday, November 3, 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 posted on our school website can be used to help you schedule your conference.**

If you do not have access to the Internet at home or work, the school invites you to use one of the student computers located in the computer lab during normal school hours. Alternatively, you may use a computer at any community library.

If you have not made an appointment by midnight on Saturday, November 3, 2018, your child's teacher will make an appointment for you and notify you of a date and time in a note that will be sent home in the blue folder on Thursday, November 8, 2018.

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,

Mrs. Shari Anderson
Principal

PARTNERSHIPS FOR HIGH STANDARDS

3000 Crest Drive • Rocklin, California 95765 • 916-435-4844 • Fax 916-435-4944
<http://vves.rocklin.k12.ca.us>

Step-By-Step Parent/Guardian Instructions

Visit Valley View's website: <http://vves.rocklinusd.org> and select the **icon**.

From the Online Scheduler Home Page:

1. Choose **VALLEY VIEW ELEMENTARY** from the drop down list. Click **GO**.
 2. Enter the school password (**cubs**). Click **LOGIN**.
 3. Enter **Student ID**, click **GO** and verify your child's birth date. If you do not know your child's Student ID#, click the **LOOKUP STUDENT ID** button. Enter your child's first name, last name and birth date, then click the **LOOKUP** button. The student id will automatically be entered.
 4. **Choose your child's teacher.**
 5. If you have more than one student at Valley View, under "**Do you want to schedule conferences for another student?**" click **YES**. (Repeat steps 3, 4 and 5 for each of your children.)
 6. **Select a time slot** from the list of options for your 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 full conference schedule on one page.
 7. **Confirm your appointment details.**
 8. **Enter your email address** (recommended). You will immediately receive a confirmation email and also a reminder email two days prior to your scheduled conference. (Your email address will not be used for any other purpose.)
 9. Select the **MAKE ALL APPOINTMENTS** button.
- Print the confirmation page or write down the confirmation number. (You will need this number to make any changes to your scheduled conference.)

Once you have a confirmation number, you may exit the system.