

Dear Parents/Guardians:

To give greater flexibility in scheduling Parent/Teacher Conferences, Dudley Elementary has now made conference schedules available via the internet. **Beginning Tuesday, September 18 and running until Monday, September 24** you will have the opportunity to access teachers' calendars and pick an available time that best fits your schedule. If you have not made an appointment by September 24, teachers will make an appointment for you and notify you in a take home note. Conference week is October 1st - 5th.

The school welcomes you to use one of their computers during normal school hours if you do not have access to the internet at home or work. Alternatively, you may use a computer at the community library.

The following simple instructions are **necessary** to help you to select an available time and create an appointment. If you have any questions regarding the scheduling process or conference week, please call your child's teacher at 338-6470.

### **Dudley Elementary Online Conference Scheduler Step-By-Step Parent/Guardian Instructions**

- Visit the school's homepage at **HYPERLINK** <https://dudley.centerusd.org/> and select the Online Scheduler link found under the "Parent" tab.
- From the Online Scheduler Home
  - Choose your child's school from the drop down list.
  - Enter the school password which is **Dragon**.
  - Choose your child's teacher. If you have multiple students, select each of their teachers.
  - 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.
  - Enter your child's "Student ID." If you cannot remember his/her Student ID, use the LOOKUP STUDENT ID button to find the ID.
  - Verify your child's birth date (contact the school if the system does not accept your child's birth date to verify the school's records are correct).
  - Confirm your appointment details.
  - Enter your email address (optional) if you would like an email reminder sent to you.
  - Choose email reminder from the drop down menu.
  - Select the MAKE SEP APPOINTMENT button.
  - Write down the SEP Confirmation Number (you will need this number to make any changes to this appointment).

If you have just one student, you are finished. If you have additional student(s), the system will take you back to step "d" to select the time slot for your second student. Follow the same steps to set and confirm your remaining appointment(s)

You will find this is an easy way to make and change appointments.  
Please take full advantage of the system.