

Vineyard Elementary School

620 East Holdaway Road, Vineyard, UT 84058
Phone: 801.610.8122 Fax: 801.227.2454
Vic Larsen, Principal



Wednesday, September 28, 2016

Our Parent Teacher Conferences are scheduled for Tuesday, October 11 and Thursday, October 13. The Online Scheduler will be open for you to schedule the appointment with your child's teacher beginning Wednesday, September 28 through Friday, October 7, 2016. Below is the information on how to schedule your appointment with their teacher.

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage <http://vineyard.alpineschools.org> and select the Online Scheduler icon at the bottom of the page.
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: **Vikings**
 - 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 will be kept private.)
 - j. Once you have finished scheduling you can confirm your appointment details and print your conference schedule.
 - k. Write down the Confirmation Number (you will need this number if you need to cancel your appointment)

Need help? Contact: Vineyard Elementary Office
Phone: 801-610-8122