Family Conferences
Skyward Family Access

Family Conferences for 2019/2020 are scheduled for:

Thursday, October 17th from 5:00pm - 8:00pm and Friday, October 18th from 1:00pm - 8:00pm

The ON-LINE CONFERENCE SCHEDULER will open for parents on OCTOBER 1ST!

**If you have questions or need assistance in scheduling a conference,
please call your school's main office for assistance. We will be happy to help!**

To access the Family Conference Scheduler, click the **CONFERENCE TAB** on the left side of the Family Access homepage.
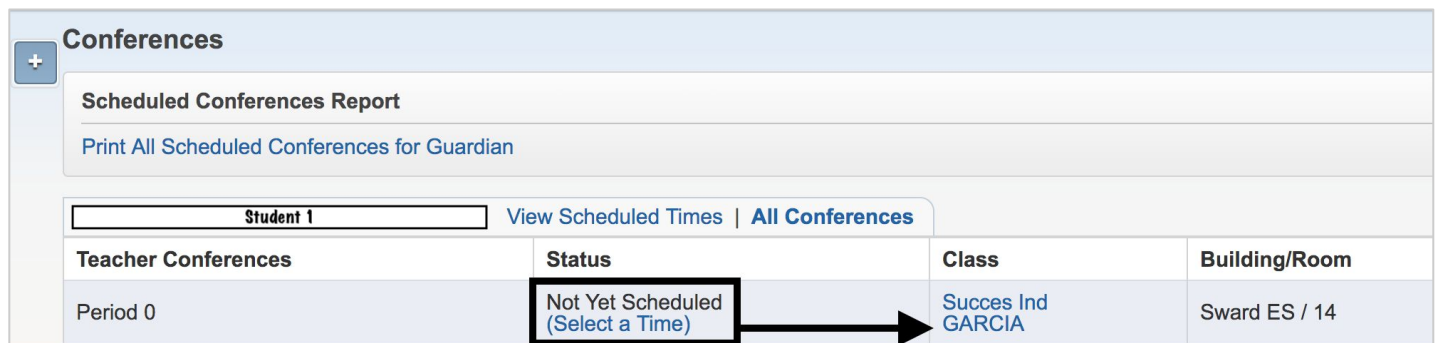
If you have more than one student, all students will show up on this page.

To see a list of all available teachers and their open appointment times, click on **ALL CONFERENCES.**

If a teacher is NOT listed, then they will not be in attendance for Family Conferences.

Click on **SELECT A TIME** to show the open time slots available for a teacher.

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A new screen will appear listing all of the available time slots for that teacher.

Click **SELECT** next to the time you wish to meet with the teacher.

Schedule a Conference Time with GARCIA

Conference Time Slots	Status	Building/Room	
Thu Oct 17, 2019 5:00 pm - 5:15 pm	Open		Select
Thu Oct 17, 2019 5:15 pm - 5:30 pm	Open		Select
Thu Oct 17, 2019 5:30 pm - 5:45 pm	Open		Select
Thu Oct 17, 2019 5:45 pm - 6:00 pm	Open		Select

When you have selected your time, a **confirmation screen** appears.

If this is the **CORRECT TIME,** click **SAVE** to confirm your appointment.

You will also receive a confirmation email.

If this is **NOT** the correct time, click **BACK** to choose another time slot.

Select Time Slot

Teacher:	**ASHLEY GARCIA**
Date:	**Thu Oct 17, 2019**
Time:	**6:00 PM - 6:15 PM**
Student:	**Student 1**
Course:	**SUIND/05 - Succes Ind**
Building:	
Room:	

A confirmation e-mail will be sent to: **Parent's Email Address**

Save   Confirm   Decline   **Back**

When you are happy with your conference schedule, go to the top of the screen and click on **PRINT all Scheduled Conferences.**

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

Home		
Calendar	**Student 1** View Scheduled Times | All Conferences	
	No conferences are scheduled for this student.	
Gradebook		
Attendance	**Student 2** View Scheduled Times | All Conferences	
	No conferences are scheduled for this student.	
Student Info		
Food Service		
Schedule		

If you need to **RESCHEDULE** your conference, click **Unschedule** next to the appointment you want to delete.

Student 1	View Scheduled Times | All Conferences			
Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Mar 2, 2017 from 12:30 PM - 12:40 PM	Scheduled (Unschedule)	General Business CAREY VANDENBERG	100 / Grill	