

How to Access Parent Teacher Conferences in Skyward Family Access

Parent Teacher Conferences for 4K – 5th grade students will be scheduled online through Skyward Family Access. It will become available Monday, October 27th starting at 8 am. Parent Teacher Conferences are November 6th and November 11th from 4:30-8:00 pm. Mrs. McMahon will also have times available on Friday, November 7th from 8:00 am – 3:30 pm.

The screenshot shows the Skyward Family Access interface. The sidebar on the left contains navigation options, with 'Teacher Conferences' highlighted by a red circle and labeled '1'. The main content area displays 'Teacher Conferences' with a 'Scheduled Conferences Report' section. A red box labeled '2' highlights the 'All Conferences' link. Below this, a table shows conference details, with a red circle labeled '3' around the 'Not Yet Scheduled (Select a Time)' link. A dialog box titled 'Schedule a Conference Time with' is open, showing a table of available time slots. A red circle labeled '4' highlights the 'Select' buttons in the dialog box.

Conference Time Slots	Status	Building/Room	
Thu Nov 6, 2014 4:30 pm - 4:45 pm	Open		Select
Thu Nov 6, 2014 4:45 pm - 5:00 pm	Open		Select
Thu Nov 6, 2014 5:00 pm - 5:15 pm	Open		Select
Tue Nov 11, 2014 4:30 pm - 4:45 pm	Open		Select
Tue Nov 11, 2014 4:45 pm - 5:00 pm	Open		Select

In the Skyward Family Access:

- Click Teacher Conferences (1)
- Next to each child's name:
 - Click All Conferences (2)
 - Click Select a Time (3)
 - Select Time (4)
 - Click Save