Teacher Conferences – Family Access

Path: Family Access\Teacher Conferences

Note: Each school opens access to Teacher Conferences at a different time. Contact your school if you have questions about when you are able to sign up.

Fa	Family Access		
Ś K Ý W A R D°			
Home	Conferences		
New Student Online Enrollment	Scheduled Conferences Print All Scheduled Confe		
Calendar	ELEMEN		
Attendance	Teacher Conferences		
Student Info	Period 1 9:15 AM - 11:56 AM		
Schedule			
Test Scores			
Conferences			
Portfolio			
Skylert			
Health Info			
Login History			

- 1. Select **Conferences** tab on the left
- 2. Click on All conferences.

	Family Access			My Account Contact Us	Email Histo
S K Y W A R D°				G Select Language	•
Home	Conferences				
New Student	Scheduled Conferences Report				
Online Print All Scheduled Conferences for Guardian Enrollment					
Calendar ELEMENTARY) View Scheduled Times All Conferences					
Attendance	Teacher Conferences	Status	Class	Building/Room	
Student Info	Period 1 9:15 AM - 11:56 AM	Not Yet Scheduled (Select a Time)			
Schedule					
Test Scores					
Conferences					
Portfolio					
Skylert					
Health Info					
Login History					

3. Click on **Select a Time** to see the available time slots.

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	Schedule a Conference Time with	-		×
	Conference Time Slots	Status	Building/Room	-
	Wed Dec 7, 2016 9:00 am - 9:25 am	Open	Select	
	Wed Dec 7, 2016 9:25 am - 9:50 am	Open	Select	
	Wed Dec 7, 2016 9:50 am - 10:15 am	Open	Select	
	Wed Dec 7, 2016 10:15 am - 10:40 am	Open	Select	
	Wed Dec 7, 2016 11:05 am - 11:30 am	Open	Select	
	Wed Dec 7, 2016 11:30 am - 11:55 am	Open	Select	
	Wed Dec 7, 2016 1:10 pm - 1:35 pm	Closed		
	Wed Dec 7, 2016 1:35 pm - 2:00 pm	Open	Select	

4. Click the **Select** option on the time that works for the family member currently logged in.

Note: If all guardians are attending the same time slot, only one guardian needs to sign up for a conference time. In the event a guardian needs a different time slot, they need to login to Family Access and select a different time.

5. Click the

button after verifying the conference information.

Se	elect Time Slot	8		
	Teacher:			
	Date:	Wed Dec 7, 2016		
	Time:	9:00 AM - 9:25 AM		
	Student:			
	Course:			
	Building:			
	Room:			
	A confirmation e	mail will be sent to @gmail.com		
\leq	Save			

Making Changes to Scheduled Times

ELEMENTARY) View Scheduled Times All Conferences					
Scheduled Conference Times	Status	Class	Building/Room	Notes	
Wed Dec 7, 2016 from 9:00 AM - 9:25 AM	Scheduled (Unschedule)			8	

- 1. To make a change to a previously scheduled Conference time. Click on View scheduled Time
- 2. Click on Unschedule.
- 3. Click the
- save button after verifying the cancellation information.
- 4. To select a different time, begin from Step 2 on Page 1.