



Parent Teacher Conferences
Scheduling Memo
October 29, 2018



Dear Parent(s)/Guardian(s):

Communication between home and school is extremely critical towards providing an effective instructional environment for our children. As we prepare for Parent-Teacher Conferences, we look forward to your insights regarding your child's education and input about the school year. As a parent, you provide valuable information for your child's classroom teacher, so they are better able to address your child's needs. Our teachers truly appreciate your support that you give to your child in his/her education while at home.

During your conference, your child's teacher will be sharing information about district curricula, your child's achievement, work habits, and peer relationships. Please feel free to write down any questions that you may have for the conference.

This year's formal Parent-Teacher Conference Schedule is as follows:

- Monday, November 19, 2018 – 5:00 PM. to 8:00 PM (5th Grade only will schedule until 9:00 PM)
- Tuesday, November 20, 2018 – 9:00 AM to 9:00 PM

Some information regarding our Parent-Teacher Conferences:

- In an effort to consult with as many parents/guardians as possible, conferences will be scheduled for every 15 minutes.
- 5th Grade conferences will be conducted in a team format with all of the 5th grade teachers present (Mrs. George, Mr. Mohn and Mrs. Snavelly). **Additionally, 5th grade students should attend their conference.**
- Intervention and Support Teachers - Mrs. Haugh (IST) Ms. Kaye and Mrs. Mink (Title 1), Mrs. Andrusisin and Mrs. Hagee (Learning Support) and Mrs. Crowell (School Counselor) are available to join all conferences upon parent request.

This year we are using Skyward Family Access to make Parent-Teacher Conference appointments. Parents and guardians will be able to make an appointment with each of their students' teachers by signing up online starting at 7:30 AM on Monday, November 5. Online reservations will close at 3:30 PM on Wednesday, November 14. Here is how to make an online reservation:

1. Log on to Skyward Family Access. (If you have forgotten your Skyward password, you can request to have your information emailed to you by clicking the "Forgot Password" link below the login.)
2. Click the Teacher Conferences link on the left hand side. Click All Conferences to see all teachers for which you may schedule conferences.



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Teacher Conferences

Scheduled Conferences Report

Print All Scheduled Conferences

View Scheduled Times
All Conferences

All Conferences	Status	Class	Building/Room
Period 0 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Homeroom Jane Smith	
Period 1 7:35 AM - 8:55 AM	Not Yet Scheduled (Select a Time)	Calculus Robert Jones	
Period 2 9:00 AM - 10:20 PM	Not Yet Scheduled (Select a Time)	Honors Chemistry Mike Wilson	

CLICK "All Conferences" tab to schedule.
 CLICK "View Scheduled Times" tab to view and unschedule. Return to "All Conferences" tab to reschedule.

- To view the available times, choose Select a Time next to each teacher with which you wish to schedule a conference.

Period 6 12:13 PM - 1:00 PM	Not Yet Scheduled (Select a Time)
Period 7 1:00 PM - 1:47 PM	Not Yet Scheduled (Select a Time)

- From the available times listed choose the date/time you want by clicking Select.

Conference Time Slots	Status	Building/Room	
Wed Nov 5, 2014 5:50 pm - 5:55 pm	Open	Hadley JHS / Gym B	Select
Wed Nov 5, 2014 5:55 pm - 6:00 pm	Open	Hadley JHS / Gym B	Select
Wed Nov 5, 2014 6:00 pm - 6:05 pm	Open	Hadley JHS / Gym B	Select
Wed Nov 5, 2014 6:10 pm - 6:15 pm	Open	Hadley JHS / Gym B	Select

Select Time Slot

Teacher:

Date: **Wed Nov 5, 2014**

Time: **8:00 PM - 8:10 PM**

Student: **Sandy Student**

Course: **1Lit/D41 - Literacy**

Building:

Room:

A confirmation e-mail will be sent to:

Save
Back

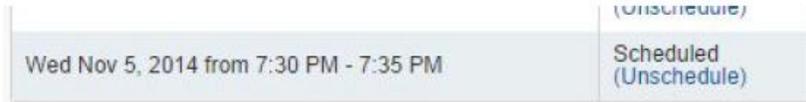


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1. Confirm your time choice by reviewing the information and clicking Save.
1. Once you choose times, the space marked Status will begin to fill in with your choices. Repeat steps 2 through 5 to add more times.
1. When you have finished making your appointments, click Print All Scheduled Conferences to keep a copy for your records.

If you make a mistake or your plans change, you can remove a time from the schedule. At any time prior to the reservation deadline, you can log back in, click Teacher Conferences and click Un-schedule in the View Scheduled Times window. It will ask you to confirm, so click Save if you are sure you want to un-schedule that time.



(If you're not seeing "Un-schedule", click the View Scheduled Times link next to the student's name.)



This will return the time slot back to the queue and allow you to select another time for that teacher.

Note: If you need to change an appointment after the November 14 deadline, please contact the main office directly.

You may schedule all your children at one time. Much like viewing other information and depositing money, or even paying fees, you can schedule for all children by using the dropdown at the top of the screen to display All Students. Be aware, if you try to schedule a conference at the same time as a conference for another child the system will warn you - it is up to you whether you mean to do this or not.

If you do not have access to the Internet, you may call the office at 757-9682 and schedule your conference.

School Counselors and Administration will be available during both conference days to answer any questions. We look forward to meeting with you at our parent-teacher conference days.

Although Parent-Teacher Conferences are held in November, we highly encourage parents to contact the school if you feel your child needs additional help. We will always make time for you; either through telephone conversations, e-mail, or face-to face meetings. In this regard, please contact your child's teachers at any time throughout the year to arrange a conference.

Sincerely,

Dr. Robert Walker

Principal, Kreutz Creek Elementary