



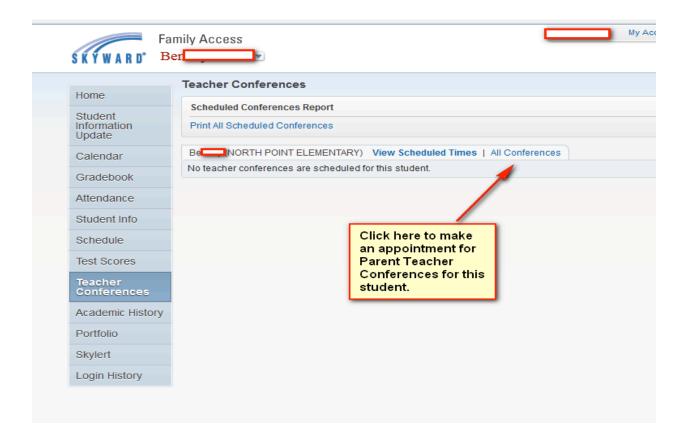
## PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES

Log in to Skyward with your "Parent" login and password.

Choose your student and click on "Teacher Conferences"

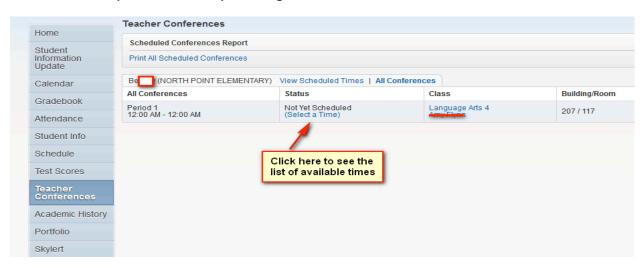


The Screen will now look like this:

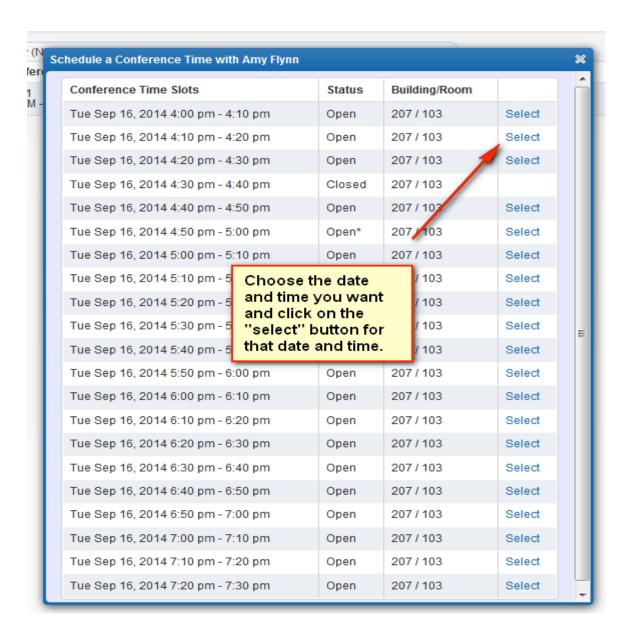


You will be scheduling your Parent Teacher Conference using one course.

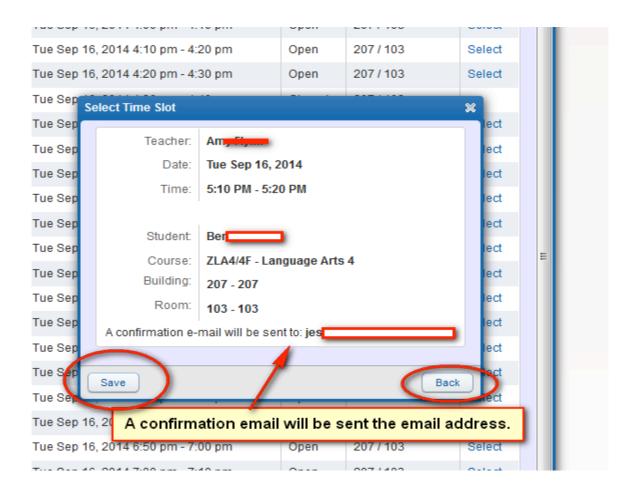
You can choose your time slot by clicking on "All Conferences".



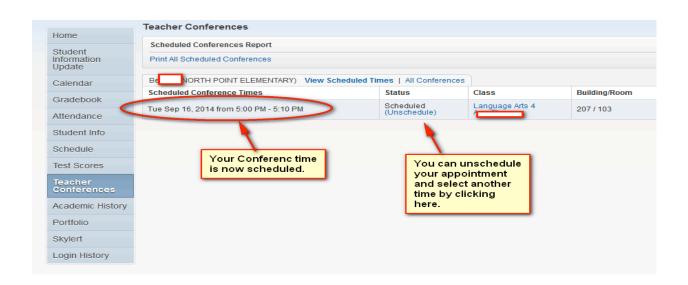
The screen will look like this



Choose the time slot you want. A smaller information box will appear. If you are okay with this date and time, click on the "save" button. If you want to choose another time click on the "back" button.



Your Parent Teacher conference is now scheduled.

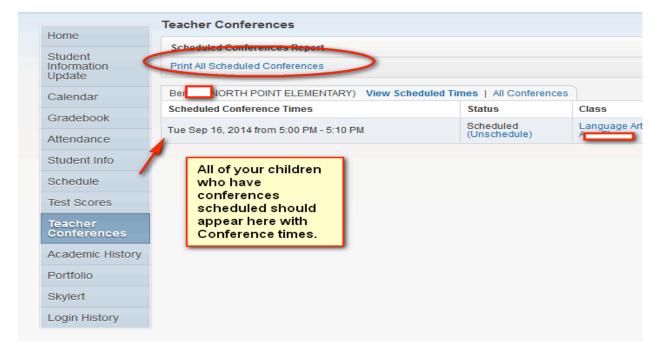


You can choose another one of your children and schedule their Parent Teacher conference at this time by clicking on the Drop down arrow at the top of the screen.



All Conference Times you have scheduled will appear under "Selected Conference Times".

You can also print your scheduled Conferences.



The Print out will look like this.

1sconf04.p 05-2 05.13.10.00.00			Alpine School District Parent Conference Report		
12/31/2013					
TIME	BUILDING	ROOM	TRACHER	COURSE	STUDENT
TIME 3:30 pm - 3:45 pm	BUILDING 175	ROOM 101	TEACHER Cheryl Naegle	COURSE Attend-5th Grde	STUDENT Kade
	175				

The Parent Teacher Conferences will show on the school Calendar. If you mouse over the time of the Conference, you will see more detailed information.

