

# Family Access: Parent / Teacher Conferences

Parent Teacher Conferences will be scheduled online through Skyward Family Access.

Log into Skyward Family Access.

1. Choose the button “Teacher Conference” link from the left hand side.
2. Next to each child’s name, the “View Scheduled Times” link you will find all of the available conference slots for each teacher. Under the “All Conferences” link, you will find the list of all the conference times available.
3. To view the available times, choose “Select a Time” next to each teacher you wish to schedule a conference with.
4. To choose the time you want, click “Select”. An information box will appear confirming the time. To schedule the conference, you must click the “Save” button. Once you click the “Save” button your parent teacher conference is now scheduled and a confirmation email will be sent to the email listed. To select a different conference time without saving, click the “Back” button.

The screenshot shows the Skyward Family Access interface. On the left, a navigation menu has 'Teacher Conferences' highlighted with a red circle and the number 1. The main content area has a 'Teacher Conferences' header with a 'Scheduled Conferences Report' and a 'Print All Scheduled Conferences' button circled in red with the number 2. Below this, there are links for 'View Scheduled Times' and 'All Conferences' circled in red with the number 3. A table displays conference slots with columns for 'Conference Time Slots', 'Status', 'Building/Room', and 'Select'. The 'Select' column contains 'Select' buttons for each row circled in red with the number 4. A modal window titled 'Schedule a Conference Time with' is open, showing a table of available time slots and 'Select' buttons for each slot.

To unschedule a conference appointment, click on “View Scheduled Times.” Click “Unschedule” on the appointment you want to delete. An information box will appear, then click the “Save” button to delete the appointment. You will receive an email confirming your unscheduled appointment.

To print the scheduled conference, click the “Print All Scheduled Conferences” button.

If you need detailed instructions to schedule your conference appointments go to <http://teaneckschools.org>