Skyward Parent Teacher Conference - Parent Instructions

I. Scheduling Parent Teacher Conference appointments

II. Changing my Parent Teacher Conference appointment (rescheduling)

III. Signing up for other Staff Conference appointments
(Special Education, Resource Teachers or Speech Teacher)

Skyward Parent Teacher Conference
Parent Instructions

I.   Scheduling Parent Teacher Conference appointments

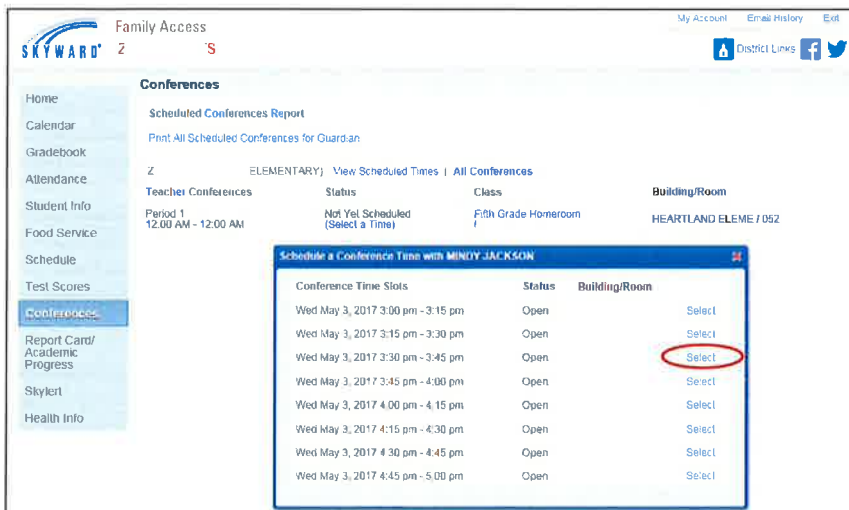Login to Skyward Family Access at http://skystu.jordan.k12.ut.us

If you have more than one student in Jordan District Schools select **All Students**.
On the left side click the **Conferences** button.
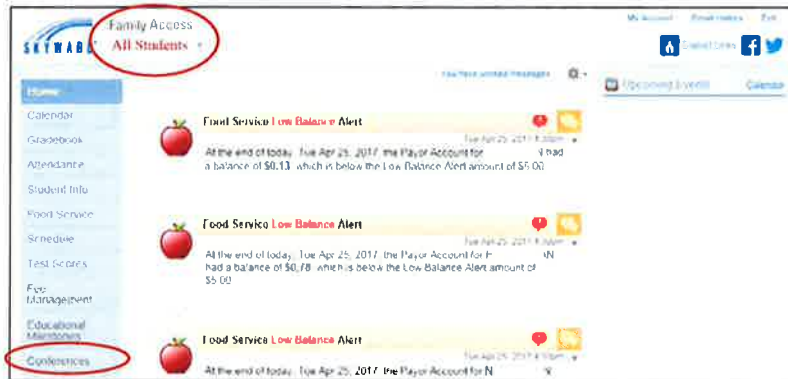
Choose **All Conferences** next to the student's name you wish to schedule a conference for.
Click **Select a Time.**

Click **Select** by the desired appointment time.

Note:

- Only one appointment can be scheduled per teacher per student.

A window appears showing the appointment information. Click **Save**.
You will receive a confirmation e-mail. You will also receive a reminder e-mail five days before and two days before your scheduled appointment.

Select Time Slot	✖
Teacher:	N)N
Date:	**Wed May 3, 2017**
Time:	**4:00 PM - 4:15 PM**
Student:	7 'S
Course:	**05HRM/052 - Fifth Grade Homeroom**
Building:	
Room:	
A confirmation e-mail will be sent to: t	l.com
Save	Back

The Scheduled appointment shows on the **All Conferences** tab.
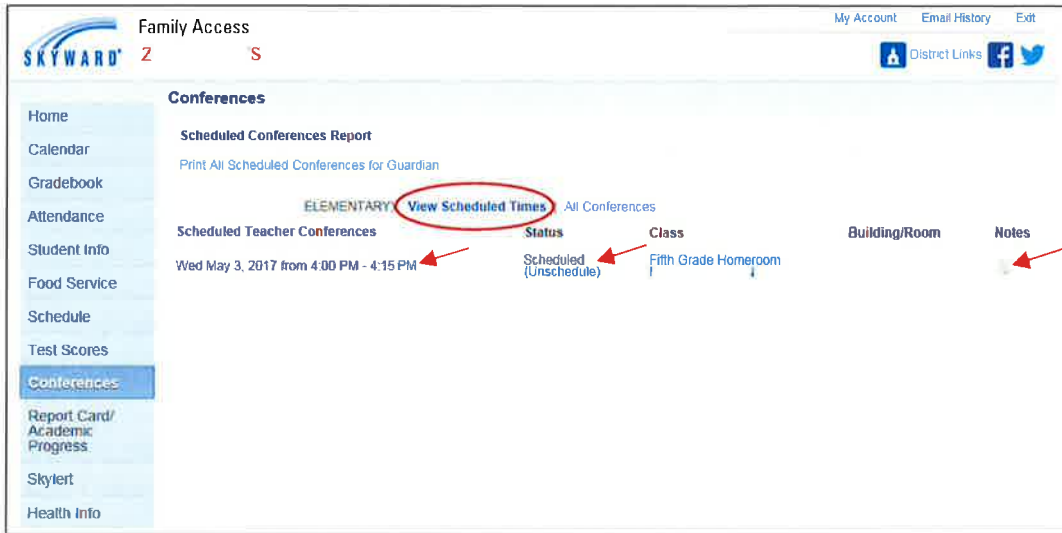
	) ELEMENTARY) View Scheduled Times	All Conferences		
Teacher Conferences	**Status**	**Class**	**Building/Room**
Period 1 12:00 AM - 12:00 AM	Scheduled Wed May 3, 2017 from 4:00 PM - 4:15 PM	Fifth Grade Homeroom	HEARTLAND ELEME / 052

II.   Changing my Parent Teacher Conference appointment (rescheduling)

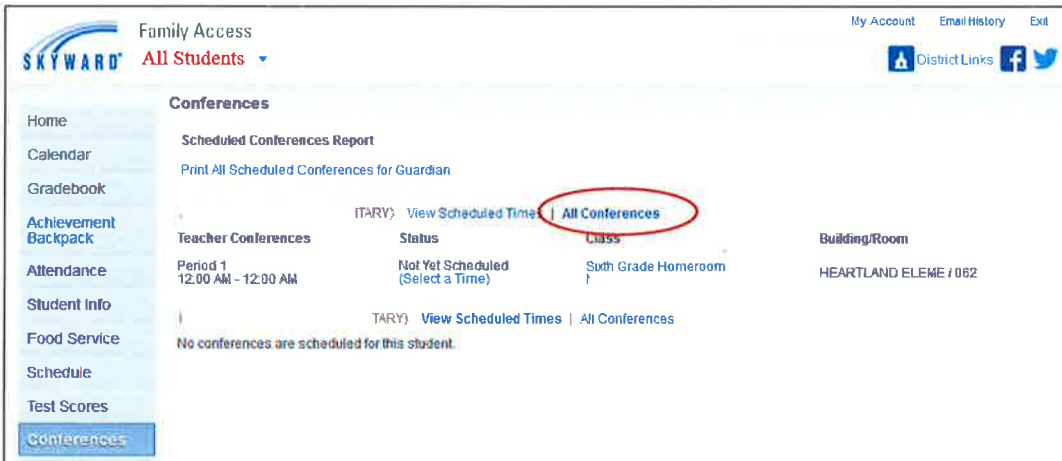On the **View Scheduled Times** tab, you are able to:
View the conference date and time, **Unschedule** a scheduled appointment or add a **Note** to the teacher.

After an appointment has been **Unscheduled**, then you can go into the **All Conferences** tab and select a new time.

## III. Signing up for other Staff Conference appointments (Special Education, Resource Teachers or Speech Teacher)

A Staff Conference is a conference set up to meet with a teacher other than your student's homeroom teacher.

If you have been added to a group of students to meet with a teacher, you will see **Staff Conferences**. Click **Select a Time** in the Staff Conference area.
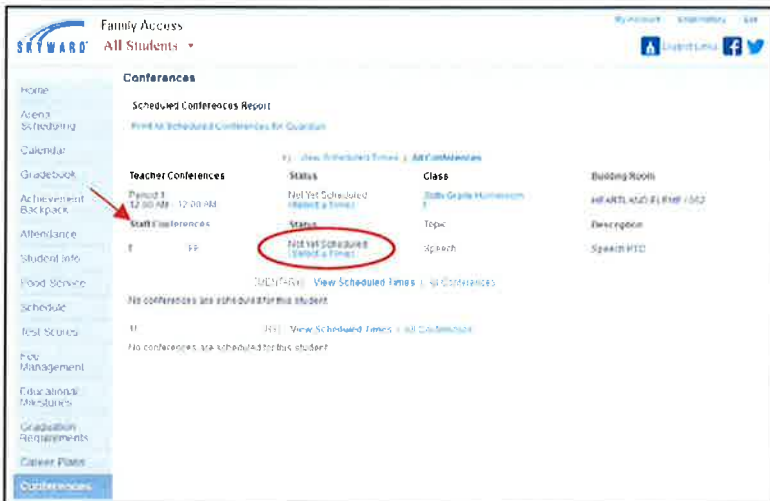
Click **Join** by the desired group appointment time.

A window will appear showing the appointment information.

Choose **Add Student Only** or **Add Student & Self** (if you will be attending with your student).

On the **View Scheduled Times** tab, you are able to:

View the conference date and time, and **Modify Attendees**.