

Parent-Teacher Conferences – Family Access Guide

The screenshot shows the Skyward Family Access interface. The top navigation bar includes the Skyward logo, a search bar, and links to 'FAMILY ACCESS', 'MENU', 'Home', and 'What's New'. The main content area displays a grid of service tiles. A blue oval highlights the 'In-Person Conferences', 'Virtual Conferences - 2', 'Virtual Conferences 1', and 'Virtual Conferences 3' tiles. Each of these tiles has a green banner at the top that reads 'Open Until 11/06/2026'. A text box on the right provides instructions on how to schedule a conference.

To schedule a Parent Teacher Conference- Please select one of the options that is listed with the green banner:

- In-Person Conferences – 3:10 PM – 5:00 PM
- Virtual Conferences 1 – 11:00 AM – 12:25 PM
- Virtual Conferences 2 – 12:40 PM – 1:50 PM
- Virtual Conferences 3 – 2:05 PM – 3:00 PM

FAMILY ACCESS: CONFERENCE SCHEDULER

Conference Scheduler

STEP 1: SELECT A TEACHER

Scheduled?	↑ 1 Student	Period	↑ 3 Teacher	Class
		01		STEEL CENTER AM
		00	Katy Montgomery	HIGH SCHOOL COUNSELING
		00	Maureen Anderson	CAREER READINESS
		00	Michael Spanos	HEALTH & WELLNESS IS

STEP 2: SELECT A TIME SLOT

Status	↑ 2 Date
Open	11/20/2026
Open	11/20/2026
Open	11/20/2026
Open	11/20/2026

MY CONFERENCE SCHEDULE

↑ 1 Date	↑ 2 Time Slot	Student	Teacher	Class
	Friday 11/20/2026 3:10 PM - 3:20 PM		Maureen Anderson	CAREER READINESS

A **green check mark** will appear next to each class that has a conference scheduled.

Print Schedule Done Scheduling

Virtual Conference 1 Option Timeslots Only from 11:00 – 12:25

The screenshot displays the "FAMILY ACCESS: CONFERENCE SCHEDULER" interface. It features two main sections: "STEP 1: SELECT A TEACHER" and "STEP 2: SELECT A TIME SLOT".

STEP 1: SELECT A TEACHER

Scheduled?	↑ 1 Student	Period	↑ 3 Teacher	Class
		01		STEEL CENTER AM
		00	Katy Montgomery	HIGH SCHOOL COUNSELING
		00	Maureen Anderson	CAREER READINESS
		00	Michael Spanos	HEALTH & WELLNESS IS

STEP 2: SELECT A TIME SLOT

Status	↑ 2 Date
+ Open	11/20/202
+ Open	11/20/202
+ Open	11/20/202
+ Open	11/20/202

MY CONFERENCE SCHEDULE

↑ 1 Date	↑ 2 Time Slot	Student	Teacher	Class	Method	Location	Note to Teacher
<i>No conferences have been scheduled.</i>							

A callout box provides instructions:

- Continue the Step 1 & 2 Process for all Courses**
- Step 1:** Represents the schedule of the student you are scheduling conferences for. Highlight the course that you wish to schedule a conference.
- Step 2:** Select a time slot that would best work for your schedule by selecting the "+" (plus sign). The time slot will populate under the My Conference Schedule. It will have a red trash can next to the time slot if you decide to delete the time.
- A green check mark will appear next to each class that has a conference scheduled.

MENU
★
🏠
🔍
FAMILY ACCESS: CONFERENCE SCHEDULER
☆

Conference Scheduler

STEP 1: SELECT A TEACHER

Scheduled?	↑ 1 Student	Period	↑ 3 Teacher	Class
		01		STEEL CENTER AM
		00	Katy Montgomery	HIGH SCHOOL COUNSELING
		00	Maureen Anderson	CAREER READINESS
		00	Michael Spanos	HEALTH & WELLNESS IS

STEP 2: SELECT A TIME SLOT

	Status	↑ 2 Date
+	Open	11/20/2
+	Open	11/20/2
+	Open	11/20/2
+	Open	11/20/2

MY CONFERENCE SCHEDULE

Step 1: Represents the schedule of the student you are scheduling conferences for. Highlight the course that you wish to schedule a conference.

Step 2: Select a time slot that would best work for your schedule by selecting the “+” (plus sign). The time slot will populate under the My Conference Schedule. It will have a red trash can next to the time slot if you decide to delete the time.

A **green check mark** will appear next to each class that has a conference scheduled.

 Print Schedule  Done Scheduling

	↑ 1 Date	↑ 2 Time Slot	Student	Teacher	Class	Method	Location	Note to Teacher
No conferences have been scheduled.								

Skyward

MENU ★ Home Search FAMILY ACCESS: CONFERENCE SCHEDULER ☆

Conference Scheduler

STEP 1: SELECT A TEACHER

Scheduled?	↑ 1 Student	Period	↑ 3 Teacher	Class
		01		STEEL CENTER AM
		00	Katy Montgomery	HIGH SCHOOL COUNSELING
		00	Maureen Anderson	CAREER READINESS
		00	Michael Spanos	HEALTH & WELLNESS IS

STEP 2: SELECT A TIME SLOT

Status	↑ 2 Date
+ Open	11/20/20
+ Open	11/20/20
+ Open	11/20/20
+ Open	11/20/20

MY CONFERENCE SCHEDULE

↑ 1	↑ 2
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Step 1: Represents the schedule of the student you are scheduling conferences for. Highlight the course that you wish to schedule a conference.

A **green check mark** will appear next to each class that has a conference scheduled.

Completing the Conference Schedule

The screenshot shows the Skyward Family Access Conference Scheduler interface. At the top, there's a navigation bar with 'MENU', home, search icons, and 'FAMILY ACCESS: CONFERENCE SCHEDULER'. Below this, the page title is 'Conference Scheduler'.

STEP 1: SELECT A TEACHER

Scheduled?	↑ 1 Student	Period	↑ 3 Teacher	Class
		01		STEEL CENTER AM
		00	Katy Montgomery	HIGH SCHOOL COUNSELING
✓		00	Maureen Anderson	CAREER READINESS
		00	Michael Spanos	HEALTH & WELLNESS IS

STEP 2: SELECT A TIME SLOT

Status	↑ 2 Date
Open	11/20/2026 Friday
Open	11/20/2026 Friday
Open	11/20/2026 Friday
Open	11/20/2026 Friday

Below Step 2, there are details for the selected slot:

3:30 PM - 3:40 PM	Brentwood HS	GATE
3:40 PM - 3:50 PM	Brentwood HS	GATE
3:50 PM - 4:00 PM	Brentwood HS	GATE

MY CONFERENCE SCHEDULE

Buttons: [Print Schedule](#) [Done Scheduling](#)

↑ 1 Date	↑ 2 Time Slot	Student	Teacher	Class	Method	Location	Note to Teacher
Friday 11/20/2026	3:10 PM - 3:20 PM		Maureen Anderson	CAREER READINESS	In-Person	Brentwood HS - GATE	