

Longfellow/LDI Middle School
Parent-Teacher Conferences
Tuesday, March 7, 2017 - 3:15 pm– 7:15 pm
Monday, March 13, 2017 - 12:00 pm – 8:00 pm

February 6, 2017

Fall conferences will be held on **Tuesday, March 7 from 3:15 pm– 7:15 pm and Monday, March 13 from 12:00 noon to 8:00 pm**. We would like to invite you to participate in our online scheduler using Skyward Family Access to schedule your child's conference. In order to access this system, you will need to have a Family Access login/password. If you do not have Internet access or are not sure of your Family Access login/password, please call our office at 789-7670.

Parents may schedule conferences from Wednesday, February 22nd through Sunday, March 5th through Family Access (directions below). After March 5th, you may call the school office to schedule or to reschedule a conference.

NOTE: SIXTH GRADE students who have Ms. Vradenburg & Mr. Morschhauser (Unity Pod) Mrs. Kendhammer and Ms. Schlegel (Venture Pod) have been contacted separately by the teacher to schedule conferences. **Parents do not need to schedule their conference online.**

Parents of sixth grade students in Mr. Glanville, Mr. Krueger, Mr. Voigt's classes (Navigator Pod) **SHOULD** schedule conferences online in Family Access.

***Normal School Hours for Students on Tuesday, March 7, 2017**
NO SCHOOL ON MONDAY, March 13, 2017

Instructions for scheduling conferences:

- Go to www.lacrosseschools.org and click on Skyward Family Access on the left side of the window.
- Log in to Family Access with your login and password.
- Click on the tab **Teacher Conferences** on the left side of the window.
- Click the tab **All Conferences**. You may select "All Students" from the drop down menu at the top of the window to view all of your students.
- Under the **Status** column, click **Select a Time**.
- A window will display with all of the available times. Click **Select** to the right of the time slot that you want to schedule.
- A window will display the teacher and class information with the selected time. If this is correct, click the Save button and a confirmation email will be sent to you. If there is a conflict with another conference, a warning message will appear on the screen.
- The scheduled conference will now display under the **Status** column.
- If you need to change your conference time, click the **View Scheduled Times** column and click **Unschedule** under the **Status** column. Then click the **All Conferences** tab again to select a new time.
- Once you have all of your conferences scheduled, you may click on the **Print all Scheduled Conferences** at the top of window to print a paper copy of your schedule.
- Once you're done, click on **Exit** in the upper right corner of the window.

Please Note: Specialists teachers will be available for a conference in their rooms. Our traveling teachers schedules are also attached to this letter. If you wish to schedule a conference with any of those teachers, please call the school office, 789-7670.