

Longfellow/LDI Middle School
Parent-Teacher Conferences
Thursday, October 11, 2018 – 3:15 pm– 7:15 pm
Monday, October 15, 2018 - 12:00 pm – 8:00 pm

September 24, 2018

Fall conferences are right around the corner and will be held on **Thursday, October 11th from 3:15 pm – 7:15 pm and Monday, October 15th from 12:00 noon to 8:00 pm**. As part of these conferences, 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 Tuesday, October 2nd through Wednesday, October 10th in Family Access (directions below). After October 11th, you may call the school office to schedule or to reschedule a conference.

***Normal School Hours for Students on Thursday, October 11th.**
NO SCHOOL for STUDENTS ON MONDAY, October 15, 2018.

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. **(Will not be available until**

September 29th)

- Click the tab **All Conferences**. You will need to do this for each child listed.
- 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.
- You may want to schedule one conference after another if you have more than one child.

Please Note: Specialists teachers (Art, Music, Band, Orchestra, PE, Tech Ed, Business Ed, FACE, Foreign Language and Special Ed) will be available for a conference in their rooms. If you would like a conference with one of these teachers, please stop into their rooms or call the Longfellow-LDI office to schedule a conference with a specialist.

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.