

# **It's Time to Schedule Your VIRTUAL PARENT-TEACHER CONFERENCES**

Monday, October 12<sup>th</sup> ... (Virtual) 1:30 PM to 8:00 PM (NO SCHOOL DAY)

Thursday, October 15<sup>th</sup> ... (Virtual) 4:00 PM to 8:00 PM (NORMAL SCHOOL DAY)

Fall parent/teacher conferences are just around the corner! We are using Skyward Family Access to schedule conference(s). The window to schedule your conference(s) will open on October 5<sup>th</sup>. All parent teacher conferences will be held virtually. Teachers will send parents information for the virtual meeting prior to the conference time. The scheduling window closes at midnight on October 9<sup>th</sup>. If you need to change your conference date/time after the window closes, please contact your child's teacher. If your child is part of a "two household" family, in the best interest of your child(ren) we ask that you schedule one conference together if at all possible.

Parents/guardians must schedule a conference time on Skyward Family Access! See instructions below.

If you do not have internet access or do not know your Family Access login/password, please call North Woods at 789-6401 for assistance.

## **SCHEDULING INSTRUCTIONS**

- Go to [www.lacrosseschools.org](http://www.lacrosseschools.org) and click on Skyward Family Access on the right 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'll 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 Unscheduled 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.

Spanish, Art, Music & PE!: Our specialists (Music, Art, and PE) and K-3 Spanish (Srta. Canela) teachers will be available to meet virtually during conference days. If you would like to meet with any specialist teachers, please connect with them via email to set up a time! Mrs. Wolfgram (Music): [awolfgra@lacrossesd.org](mailto:awolfgra@lacrossesd.org), Mrs. Tauscher (Art) [mtausche@lacrossesd.org](mailto:mtausche@lacrossesd.org), Mr. Hein (P.E) [jhein@lacrossesd.org](mailto:jhein@lacrossesd.org), and Srta. Canela (Spanish K-3) [ecanelat@lacrossesd.org](mailto:ecanelat@lacrossesd.org).