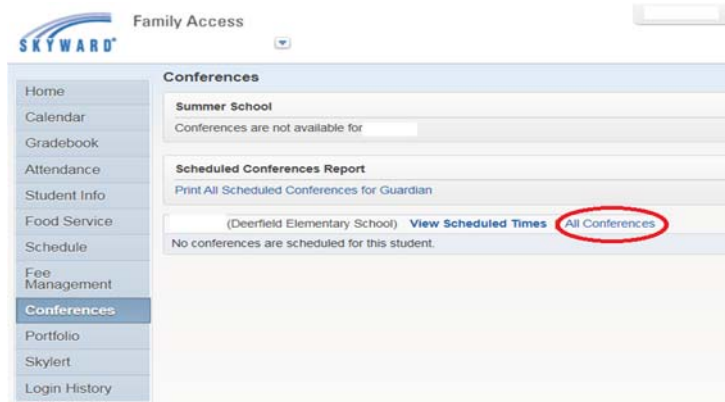


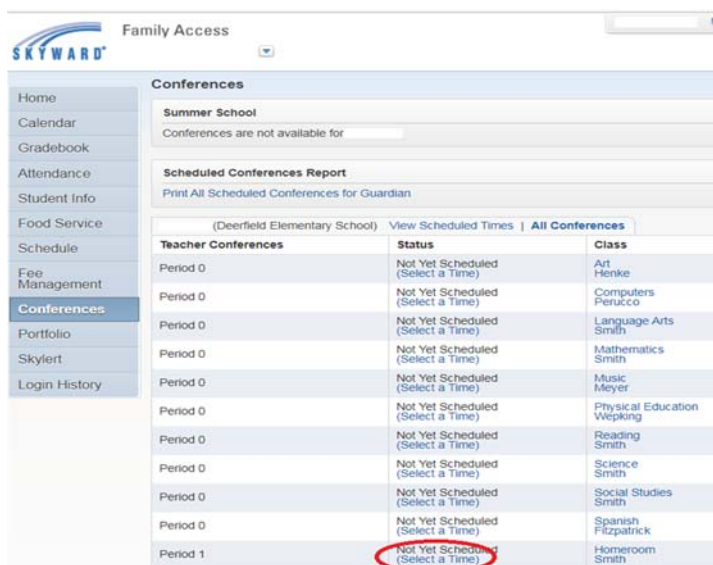
# Deerfield Elementary School

## EASY SKYWARD PARENT/TEACHER CONFERENCE SCHEDULING November 14th or November 19th

1. Sign in to your Skyward Family Access account.
2. Select your elementary child's name at the top of the page-drop down box if more than one student. If you have more than one child in the elementary school, you will need to select their name at the top of the page and follow the same procedures.
3. Select "**Conferences**" on the left side menu.



4. Click the "**All Conferences**" link to see a list of your child's classes (under Scheduled Conference Report near the center of the window).
5. Next to **HOMEROOM** you will find the name of the staff working with your student.



6. Click **“Select A Time”** in that row and then choose an available time slot. It is 15-minutes on either Thursday, Nov. 14th or Tuesday, Nov. 19th. Push **“Save.”**

Conference Time Slots	Status	Building/Room	
Thu Nov 14, 2019 3:15 pm - 3:30 pm	Open		Select
Thu Nov 14, 2019 3:30 pm - 3:45 pm	Open		Select
Thu Nov 14, 2019 3:45 pm - 4:00 pm	Open		Select
Thu Nov 14, 2019 4:00 pm - 4:15 pm	Open		Select
Thu Nov 14, 2019 4:15 pm - 4:30 pm	Open		Select
Thu Nov 14, 2019 4:30 pm - 4:45 pm	Open		Select
Thu Nov 14, 2019 4:45 pm - 5:00 pm	Open		Select
Thu Nov 14, 2019 5:00 pm - 5:15 pm	Open		Select
Thu Nov 14, 2019 5:15 pm - 5:30 pm	Open		Select
Thu Nov 14, 2019 5:30 pm - 5:45 pm	Open		Select
Thu Nov 14, 2019 5:45 pm - 6:00 pm	Open		Select
Thu Nov 14, 2019 6:00 pm - 6:15 pm	Open		Select
Thu Nov 14, 2019 6:15 pm - 6:30 pm	Open		Select
Thu Nov 14, 2019 6:30 pm - 6:45 pm	Open		Select

7. When you are finished, the **“All Conference”** screen will show your scheduled conference(s). You will receive an email confirmation for each scheduled conference time and an email will be sent to your child’s teacher. You can access your conference schedule at any time by selecting **“Conferences”** in the left side menu when you log in to Skyward.

8. If you need to make a change to your scheduled conference(s), there is an **“Unschedule”** link on the **“Teacher Conference”** page. A confirmation email will be sent to you and your child’s teacher indicating the change. The conference window will close on Monday, Nov. 11th. If you need to make a time/date change after Monday, Nov. 11th, you will need to call the office at 764-5442.

## Optional

9. Click **“Select A Time”** for any other teachers you would like to meet with and choose a 15-minute time slot. Art, Music, Phy Ed, Computers

If you have trouble scheduling a conference time, please call the school at 764-5442. Your child’s teacher will contact you to set up a time, if you do not schedule a conference.