

## **Family Access**

### **Parent Teacher Conference Sign Up Instructions**

#### **To Schedule a Conference Time**

Log into your Family Access Account

Select "Conferences" from the menu on the left.

Under your child's name, click on "All Conferences"

Under "Status" click on "Select a Time"

Next to the time slot you'd like, click on "Select", then "Save"

You and your child's teacher will receive an email confirming your conference time. If you have any issues with scheduling, please call the Office at 963-3951.

#### **To Delete Your Scheduled Conference Time**

Click on "View Scheduled Times"

Under "Status" click on "Unschedule"

Click on "Save"

#### **To View Your Scheduled Conference Time**

To the right of your child's name, click on "View Scheduled Times"

#### **To Print Your Conference Time(s)**

At the top of the page, select "Print All Scheduled Conferences for Guardian