

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"

To Delete a Conference Time

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

Click on the "Unschedule" link, and 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"