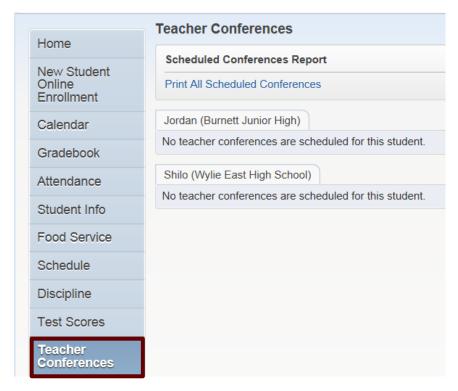
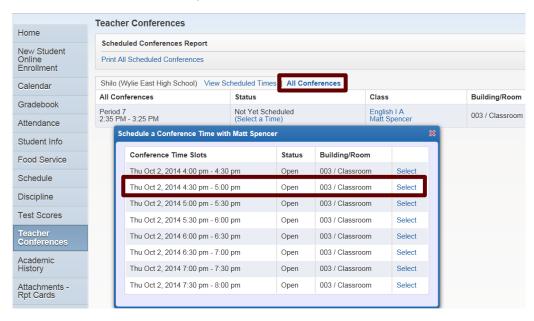
TEACHER CONFERENCES-FAMILY ACCESS

Once a conference schedule has been created by the teacher, a parent may schedule a conference time through Family Access

- 1. Log into Family Access
- 2. Select "Teacher Conference" from the General Information menu on the left. Below is the view if the teacher *has not* created conferences.



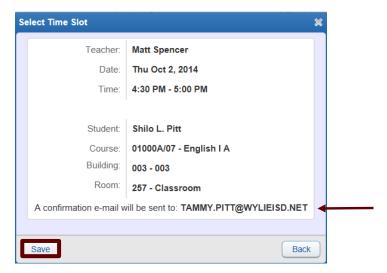
3. Below is the view if the teacher has created conferences. Select "All Conferences" to view all available conferences and times. Click "Select" to request a time.



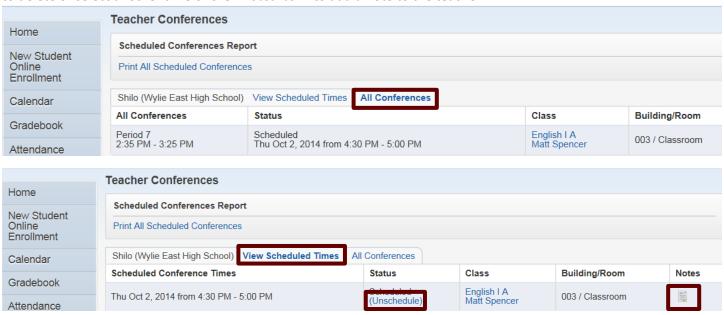
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TEACHER CONFERENCES-FAMILY ACCESS

5. Select "Save" to secure the time. Note - a confirmation e-mail will be sent to the family access e-mail on record.



6. Scheduled time is now listed under "All Conferences". To edit, click on "View Scheduled Times". Select "Unschedule" to delete or select another time or the "Notes icon" to add a note to the teacher.



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