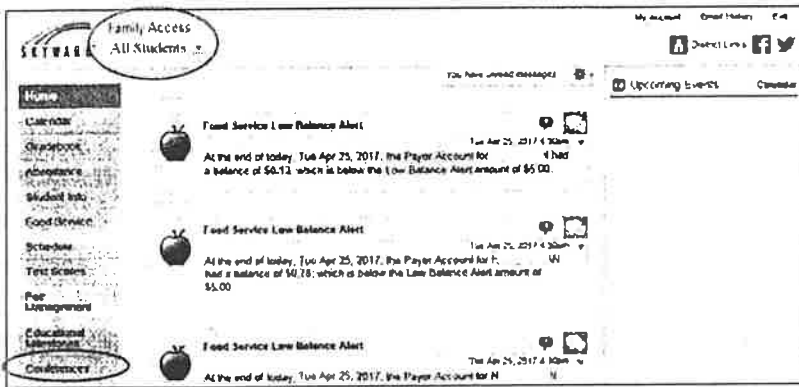


Skyward Parent Teacher Conference Parent Instructions

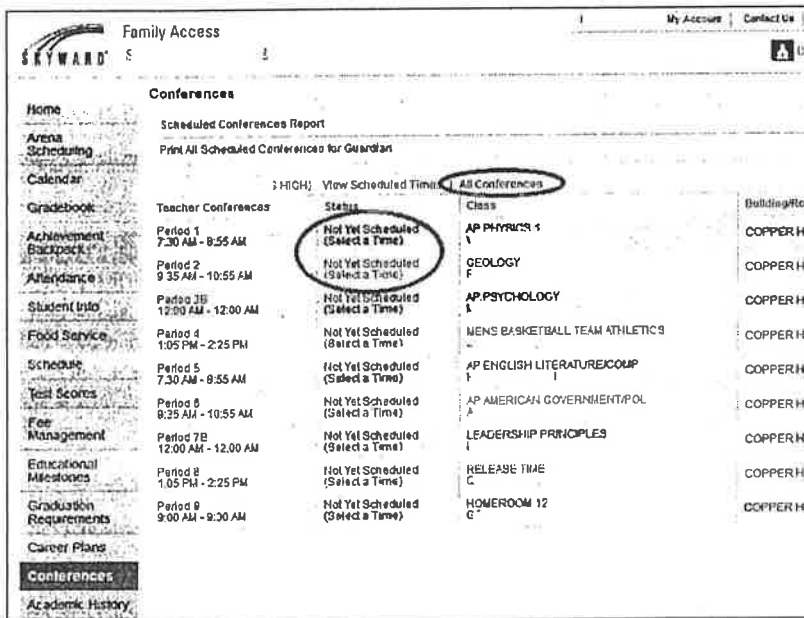
I. Scheduling Parent Teacher Conference appointments

Login to Skyward Family Access at <http://skystu.jordan.k12.ut.us>

If you have more than one student in Jordan District Schools select **All Students**.
On the left side click the **Conferences** button.



Choose **All Conferences** next to the student's name you wish to schedule a conference for.
Click **Select a Time** for the specific class you want to schedule a conference for.



Click **Select** by the desired appointment time.

Note:

- Only one appointment can be scheduled per teacher per student.
- If guardians maintain separate households, they must login separately to schedule individual conference times for their student.

A window appears showing the appointment information. Click **Save**. You will receive a confirmation e-mail. You will also receive a reminder e-mail five days before and two days before your scheduled appointment.

The Scheduled appointment shows on the **All Conferences** tab.

| Teacher Conferences | Status | Class | Building/Room |
|----------------------------------|--|-------------------------------------|----------------|
| Period 1 7:30 AM - 8:55 AM | Not Yet Scheduled (Select a Time) | AP PHYSICS 1 V | COPPER HILLS H |
| Period 2 9:35 AM - 10:55 AM | Not Yet Scheduled (Select a Time) | GEOLGY F | COPPER HILLS H |
| Period 3B 12:00 AM - 12:00 AM | Not Yet Scheduled (Select a Time) | AP PSYCHOLOGY F | COPPER HILLS H |
| Period 4 1:05 PM - 2:25 PM | Not Yet Scheduled (Select a Time) | MENS BASKETBALL TEAM ATHLETICS F | COPPER HILLS H |
| Period 5 7:30 AM - 9:55 AM | Not Yet Scheduled (Select a Time) | AP ENGLISH LITERATURE/COMP F | COPPER HILLS H |
| Period 6 9:35 AM - 10:55 AM | Scheduled Thu Jan 25, 2018 from 11:40 AM - 11:55 AM | AP AMERICAN GOVERNMENT/POL F | COPPER HILLS H |
| Period 7B 12:00 AM - 12:00 AM | Not Yet Scheduled (Select a Time) | LEADERSHIP PRINCIPLES F | COPPER HILLS H |