Skyward Parent Teacher Conference - Parent Instructions (Secondary)

I. Scheduling Parent Teacher Conference appointments

II. Changing my Parent Teacher Conference appointment (rescheduling)

III. Signing up for other Staff Conference appointments (Special Education, Resource Teachers or Speech Teacher)
I. Scheduling Parent Teacher Conference appointments

Login to Skyward Family Access at [http://skystu.jordan.k12.ut.us](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.

![Image of appointment page]

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.

![Image of saved appointment]

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

![Image of scheduled appointment]

**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.
II. Changing my Parent Teacher Conference appointment (rescheduling)

On the View Scheduled Times tab, you are able to:
View the conference date and time, Unschedule a scheduled appointment or add a Note to the teacher.

After an appointment has been Unscheduled, then you can go into the All Conferences tab and select a new time.
III. Signing up for other Staff Conference appointments
(Special Education, Resource Teachers or Speech Teacher)

A Staff Conference is a conference set up to meet with a teacher other than your student’s scheduled teacher.

If you have been added to a group of students to meet with a teacher, you will see Staff Conferences. Click Select a Time in the Staff Conference area.

Click Join by the desired group appointment time.

A window will appear showing the appointment information.

Choose Add Student Only or Add Student & Self (if you will be attending with your student).

On the View Scheduled Times tab, you are able to:

View the conference date and time, and Modify Attendees.