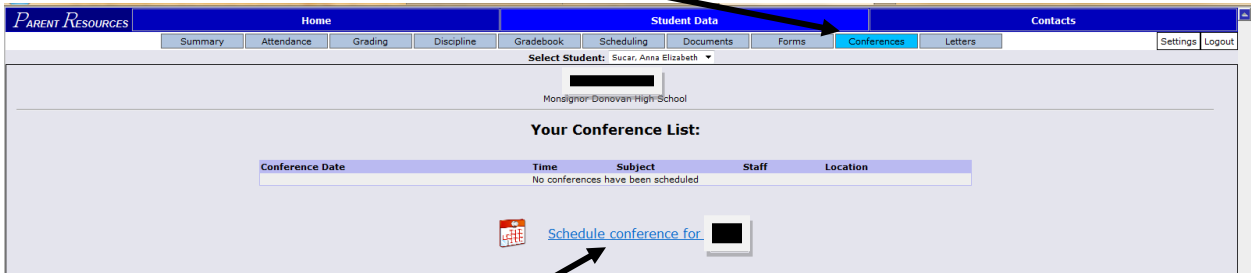
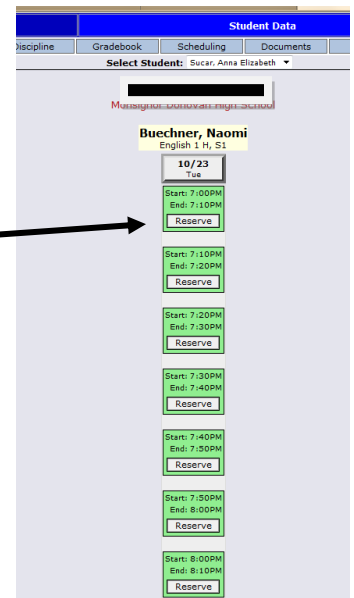


Scheduling Parent-Teacher Conference Appointments

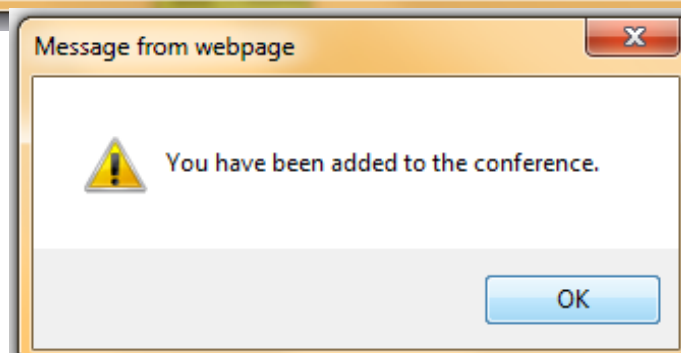
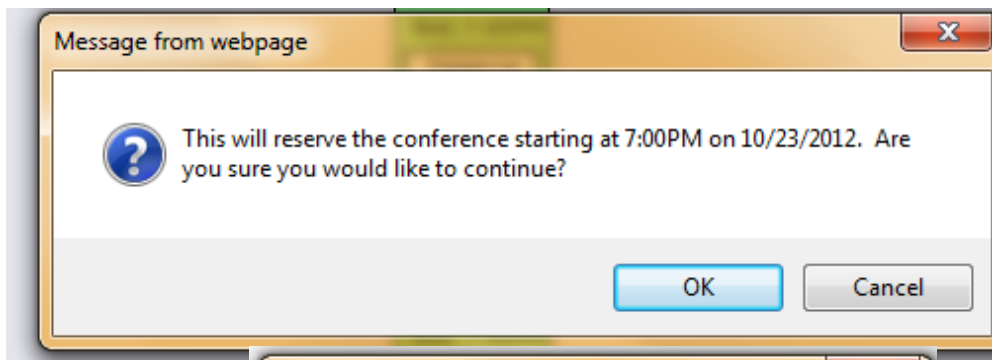
1. Log into your Parent Access account.
2. Go to Student-Data -> Conferences



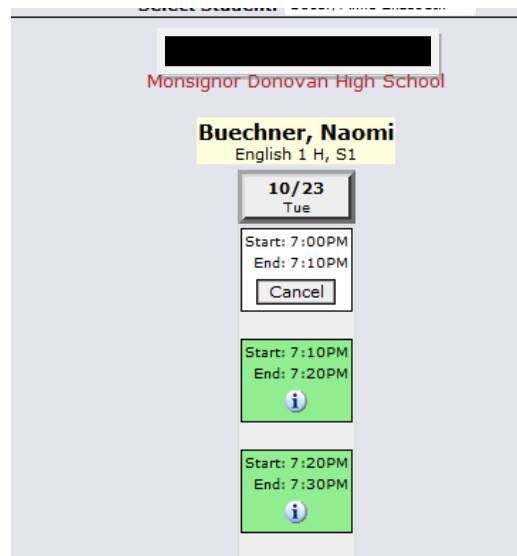
3. Click on "Schedule a Conference"
4. Your child's teachers will appear with all available appointment times. All appointments are 10 minute slots.
5. Click on the time slot you would like to reserve.



6. Another screen will open asking you to confirm, click ok.



- Once you schedule an appointment with a teacher, all other time slots for that teacher will grey out. You may only make 1 appointment per teacher.



- When you are done, if you click on the conference tab, you will see all of your scheduled conferences.

