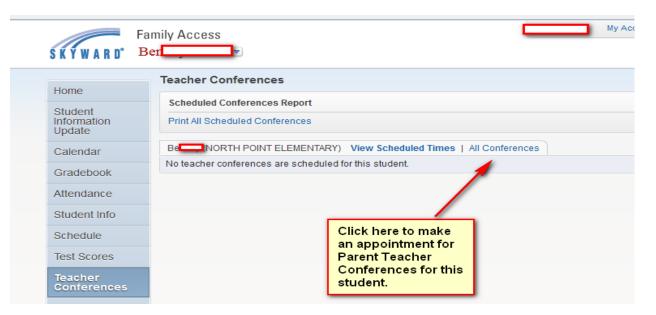
## PARENT/TEACHER CONFERENCES COMING! October 2<sup>nd</sup> & 3<sup>rd</sup> Schedule Online Now!

Parents can now log into Skyward and make appointments for our upcoming Parent/Teacher Conferences to be held **Wednesday and Thursday, October 2<sup>nd</sup> & 3<sup>rd</sup>** from 3:45 pm to 7:00 pm. Just follow these simple instructions:

- Go to Alpine School District website at <u>www.alpineschools.org</u> and click on "Families" then "Skyward."
- Log in using your **parent** login and password. If you don't know them, or have forgotten, click on "Forgot Your Login/Password" at the Skyward Login screen. If you don't have access to the Internet, call the office and we will schedule for you (801-610-8104).
- Choose your student from the Family Access drop-down arrow and click on "Teacher Conferences."



The Screen will now look like this: You can choose your time slot by clicking "All Conferences."



• Now click on "Select a Time" to view a list of available appointment times.



• The screen will look like this:

Conference Time Slots		Status	Buil	ding/Room	
Tue Sep 16, 2014 4:00 pm - 4:10 pm		Open	207	/ 103	Select
Tue Sep 16, 2014 4:10 pm - 4:20 pm		Open	207	/ 103	Select
Tue Sep 16, 2014 4:20 pm - 4:30 pm		Open	207	/ 103	Select
Tue Sep 16, 2014 4:30 pm - 4	:40 pm	Closed	207	/ 103	
Tue Sep 16, 2014 4:40 pm - 4	:50 pm	Open	207	/ 102	Select
Tue Sep 16, 2014 4:50 pm - 5	:00 pm	Open*	207	103	Select
Tue Sep 16, 2014 5:00 pm - 5	:10 pm	Open	207	/ 103	Select
Tue Sep 16, 2014 5:10 pm - 5	Choose t	he date		/ 103	Select
Tue Sep 16, 2014 5:20 pm - 5	and time and click	-		/ 103	Select
Tue Sep 16, 2014 5:30 pm - 5				/ 103	Select
Tue Sep 16, 2014 5:40 pm - 5				/ 103	Select

• Choose the time slot you want. A smaller information box will appear. If you are okay with this date and time, click on the "save" button. If you want to choose another time, click on the "back" button.

S Sector	elect Time Slot	×					
Tue Sep			lect				
Tue Sep	Teacher:	Am <del>, Ely</del>	lect				
Tue Sep	Date:	Tue Sep 16, 2014	lect				
Tue Sep	Time:	5:10 PM - 5:20 PM	lect				
Tue Sep			lect				
Tue Sep	Student:	Ber	lect				
Tue Sep	Course:	ZLA4/4F - Language Arts 4	lect	=			
Tue Sep	Building:	207 - 207	lect				
	Room:	103 - 103					
Tue Sep	A confirmation e-mail will be sent to: jes						
Tue Sep			lect				
Tue Sep	Save	Back	ect				
Tue Sep			rect				
Tue Sep 16, 20 A confirmation email will be sent the email address.							
Tue Sen 16, 2014 6:50 pm - 7:00 pm Open 207 / 103 Select							

• Your Parent Teacher conference is now scheduled. You can choose another one of your children and schedule their Parent Teacher conference at this time by clicking on the drop-down arrow at the top of the screen.