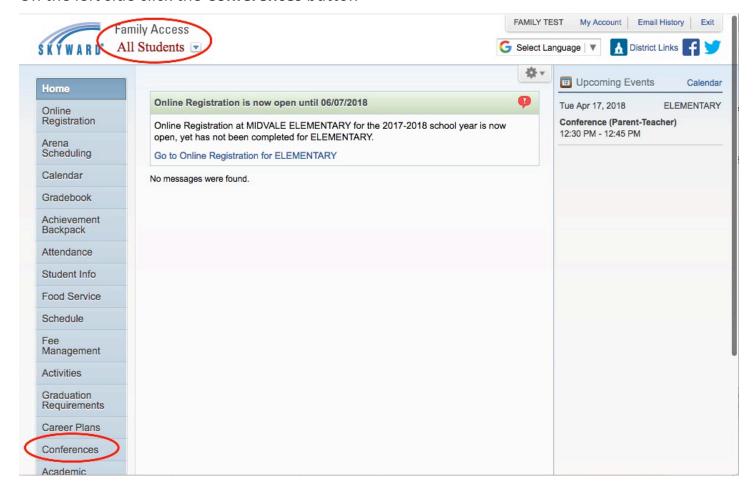
Parent Teacher Conference Sign-Up Instructions

Click here to log in to Skyward Family Access.

If you have more than one student in Canyons District Schools select All Students.

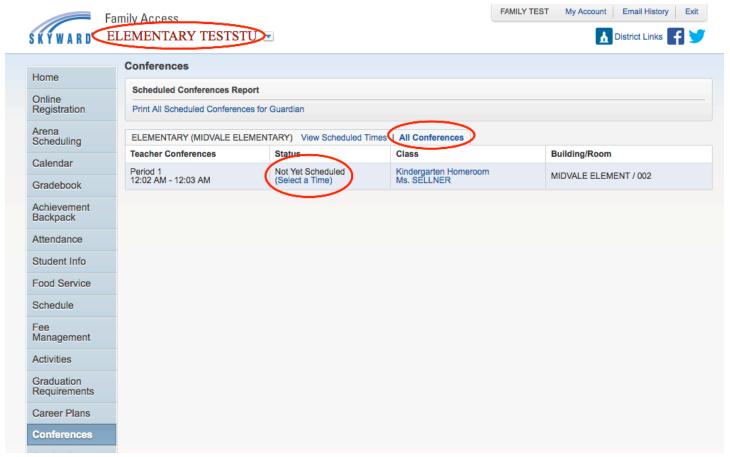
On the left side click the **Conferences** button



Note:

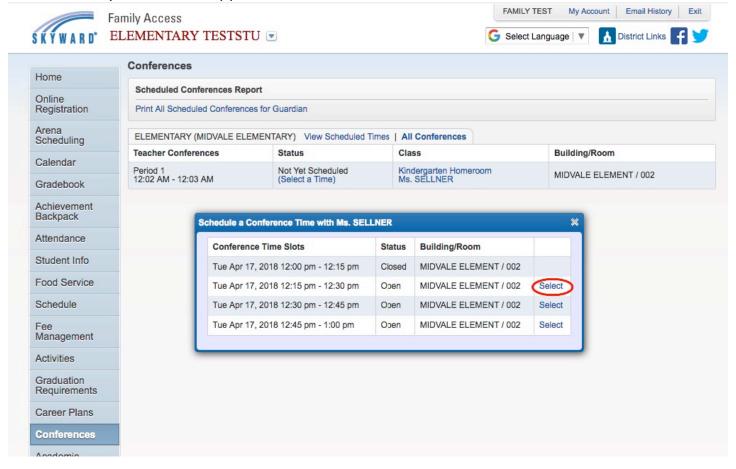
- Only one appointment can be scheduled per teacher per student.
- If guardians maintain separate households, they must login separately to schedule individual conference times for their student
- The system will allow two different students to e scheduled at the same time with two different teachers, however a warning will appear

Choose **All Conferences** next to the student's name you wish to schedule a conference for.

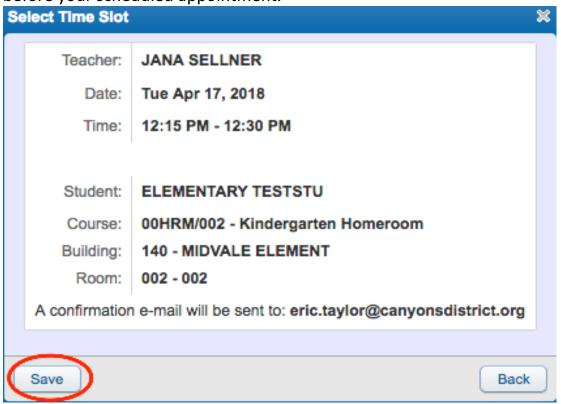


Select a Time.

Click Select by the desired appointment time.



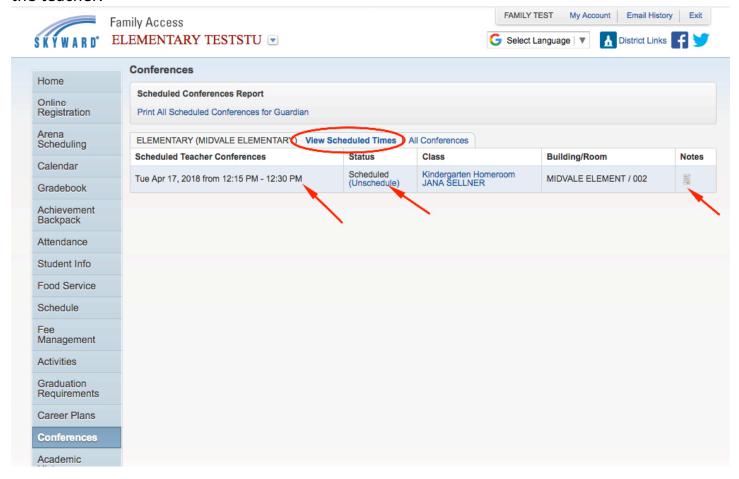
A window appears showing the appointment information. Click **Save.** You will receive a confirmation e-mail. You will also receive a reminder e-mail five days before and two days before your scheduled appointment.



The Scheduled appointment shows on the All Conferences tab.



View the conference date and time, **Unschedule** a scheduled appointment or **add a note** to the teacher.



You can access Family Skyward here.