

# Schedule Parent-Teacher Conferences Through Skyward!

Our Parent-Teacher Conferences will be  
Wednesday, October 12th, 4:00-8:00pm  
and Thursday, October 13th, 4:00-7:30pm

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## Step-By-Step Parent/Guardian Instructions

1. Use a computer, not a smartphone.
2. Use your parent login to log in to Skyward (<https://skyward.alpinedistrict.org/scripts/wsisa.dll/WService=wsEPlus/seplog01>)
3. If you have more than one child, select a child's name from the 'All Students' drop down at the top
4. Click the 'Teacher Conferences' link on the left of the screen
5. Click the link titled 'All Conferences'
6. Click the 'Select a Time' link under the text 'Not Yet Scheduled'
7. Find a date and time that works for you and click on the 'Select' link to the right (If the 'Select' button doesn't work, try a different web browser)
8. Click 'Save' to confirm that date and time -- Your conference is now scheduled!
9. Repeat steps 3-8 to schedule appointments for additional children

### To Cancel An Appointment:

1. Use a computer, not a smartphone.
2. Use your parent login to log in to Skyward
3. If you have more than one child, select a child's name from the 'All Students' drop down at the top
4. Click the 'Teacher Conferences' link on the left of the screen
5. Find the conference you want to unschedule and click '(Unschedule)'

### To Print Your Appointments:

1. Use a computer, not a smartphone.
2. Use your parent login to log in to Skyward
3. If you have more than one child, select a child's name from the 'All Students' drop down at the top
4. Click the 'Teacher Conferences' link on the left of the screen
5. Click 'Print All Scheduled Conferences'