

Dear Parents/Guardian,

Parent-Teacher Conferences will be held on Thursday, October 25th from 11:00am until 7:00pm (8:00am to 1:00pm for 4K) **Please Note: No classes will be held for students on Thursday, Oct. 25th or Friday, Oct. 26th.**

Beginning **week of Oct. 8th** you may schedule conferences with the 4K through 4th grade homeroom teachers through **Skyward Family Access**. See below for step-by-step instructions.

5th, 6th, 7th and 8th grades: The middle school grades are done as group conferences with all three teachers. You can schedule these online also through Skyward Family Access. It will show in the online scheduler as a grade level conference instead of homeroom. We are only able to enter one teacher name, so this may or may not be your child's homeroom teacher. But again, you will be meeting with all your child's core teachers together. This will be on a first-come- first -serve basis, as there are a limited amount of time slots. **As in the past, these conferences are optional, unless otherwise requested, since progress can be tracked through Skyward throughout the year.**

NOTE: Teachers will contact parents if they need to make special arrangements with you.

Mrs. Schneider will be in the group meetings. If you feel you need to meet with her at some point she asks that you please email her.

Some Specials teachers will not be available at conferences.

Online Scheduling: please follow these directions at your earliest convenience to schedule conferences.

1. Login into **Skyward Family Access** – The Skyward Link can be found on the Lake Country School website.
2. Using the tabbed headings on the left hand side of the screen, click on **Teacher Conferences**.
3. Your student(s) will have a tab to the right of their name entitled **All Conferences**. Please click on that tab.
4. Next click **Select a Time**.
5. Now you can view the open time slots the teacher has available. You may want to go back and view the open time slots for any of your other children to coordinate times. When you are ready to choose a time slot, click **Select** and then **Save**.
6. You will receive a Teacher Conference Sign-up Confirmation email shortly after registering.
7. If you need to change your time, you will now be able to click **Unschedule** inside the Teacher Conferences tab. Save and begin again. You can also include a note to your child's teacher by clicking the **Notes** option on the right.

Please call the school office if you have questions.