

## **Parent Teacher Conference Scheduling with Skyward Family Access**

The Parent-Teacher Conference link will be available in Skyward Family Access beginning on November 10th, 2021 and ending November 21st, 2021.

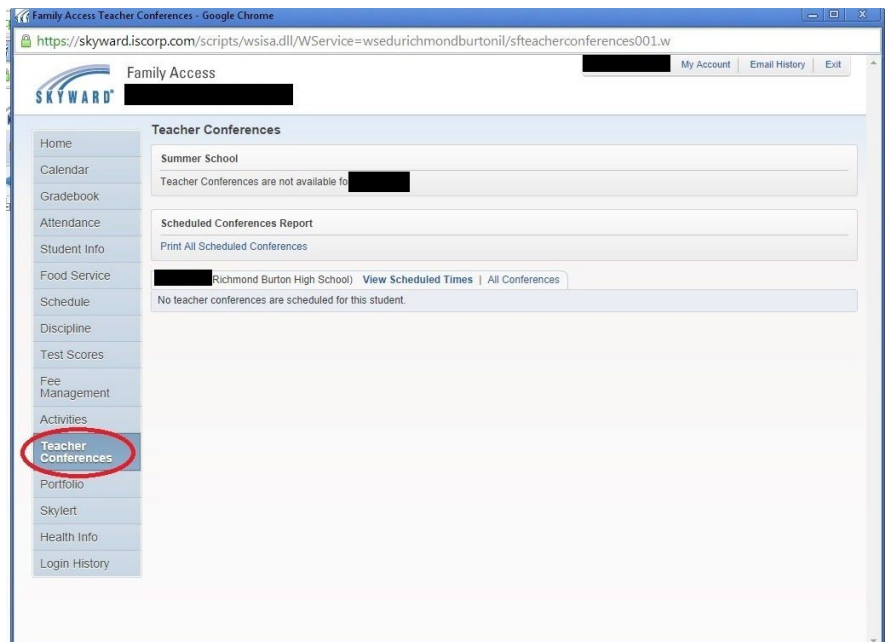
If you do not have access to a computer or are in need of a Skyward Family Access login, please call the RB Main Office at 815-678-4525.

Freshman Seminar teachers will contact individual families if a conference for this course is needed.

To register for conferences, please follow the steps below:

**Step 1** - Log on to [Skyward Family Access](#)

**Step 2** - Choose **Teacher Conference** link on the left-hand side



**Step 3 - Choose All conferences.**

SKYWARD Family Access

My Account Email History

Home  
Ethnicity/Race  
Calendar  
Gradebook  
Attendance  
Student Info

**Conferences**

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

Richmond Burton High School View Scheduled Times **All Conferences**

| Teacher Conferences           | Status                               | Class                                   | Building/Room |
|-------------------------------|--------------------------------------|---|---------------|
| Period 1<br>7:55 AM - 8:48 AM | Not Yet Scheduled<br>(Select a Time) | DRIVER'S ED CLASSROOM<br>LAUREN HENCIER | 400 / W103    |

**Step 4 - Choose Select A Time.**

|                                  |                                      |                                 |            |
|----------------------------------|--------------------------------------|---------------------------------|------------|
| Period 6B<br>11:59 AM - 12:47 PM | Not Yet Scheduled<br>(Select a Time) | WORLD HISTORY<br>BRAD KAMINSCKY | 400 / W209 |
| Period 7<br>12:52 PM - 1:40 PM   | Not Yet Scheduled<br>(Select a Time) | DIGITAL ARTS 1<br>LISA LACOMPTE | 400 / S104 |
| Period 8<br>1:45 PM - 2:33 PM    | Not Yet Scheduled<br>(Select a Time) | ALGEBRA 1B<br>MIKE GIESE        | 400 / S208 |

**Step 5 - From the available times listed choose the date/time you want by choosing Select**

Richmond Burton High School View Scheduled Times All Conferences

| Teacher Conferences              | Status                               | Class                                   | Building/Room |
|----------------------------------|--------------------------------------|---|---------------|
| Period 1<br>7:55 AM - 8:48 AM    | Not Yet Scheduled<br>(Select a Time) | DRIVER'S ED CLASSROOM<br>LAUREN HENCIER | 400 / W103    |
| Period 2<br>8:53 AM - 9:41 AM    |                                      |   | 400 / W108    |
| Period 3<br>9:46 AM - 10:34 AM   |                                      |   | 400 / W203    |
| Period 5B<br>11:06 AM - 11:54 AM |                                      |   | 400 / S204    |
| Period 6B<br>11:59 AM - 12:47 PM |                                      |   | 400 / W209    |
| Period 7<br>12:52 PM - 1:40 PM   |                                      |   | 400 / S104    |
| Period 8<br>1:45 PM - 2:33 PM    |                                      |   | 400 / S208    |

**Schedule a Conference Time with LISA LACOMPTE**

| Conference Time Slots                | Status | Building/Room |        |
|--------------------------------------|--------|---------------|--------|
| Mon Nov 23, 2020 12:30 pm - 12:40 pm | Open   |               | Select |
| Mon Nov 23, 2020 12:42 pm - 12:52 pm | Open   |               | Select |
| Mon Nov 23, 2020 12:54 pm - 1:04 pm  | Open   |               | Select |
| Mon Nov 23, 2020 1:06 pm - 1:16 pm   | Open   |               | Select |
| Mon Nov 23, 2020 1:18 pm - 1:28 pm   | Open   |               | Select |
| Mon Nov 23, 2020 1:30 pm - 1:40 pm   | Open   |               | Select |
| Mon Nov 23, 2020 1:42 pm - 1:52 pm   | Open   |               | Select |

**Step 6 - Confirm your time choice by reviewing the information and hitting **Save****

Family Access

My Account Email History Exit

SKYWARD

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

(Richmond Burton High School) View Scheduled Times | All Conferences

Teacher Conferences

Period 1 7:55 AM - 8:45 AM

Period 2 8:53 AM - 9:43 AM

Period 3 9:46 AM - 10:36 AM

Period 4A 10:39 AM - 11:29 AM

Period 5A 11:32 AM - 12:22 PM

Period 8 1:45 PM - 2:35 PM

Building/Room

400 / W211

400 / W205

400 / S206

400 / W108

400 / GYM

400 / BAND ROOM

Select Time Slot

Teacher: STEPHANIE HUTCHINSON

Date: Mon Nov 23, 2020

Time: 12:54 PM - 1:04 PM

Student: [REDACTED]

Course: 70209/61 - LIFETIME FITNESS

Building:

Room:

A confirmation e-mail will be sent to [REDACTED]

Save Back

**Step 6 - Repeat steps 1 through 6 to add more times. When you are complete you can hit **Print All Scheduled Conferences** to retain a copy for your records.**

Family Access

My Account Email History Exit

SKYWARD

Conferences

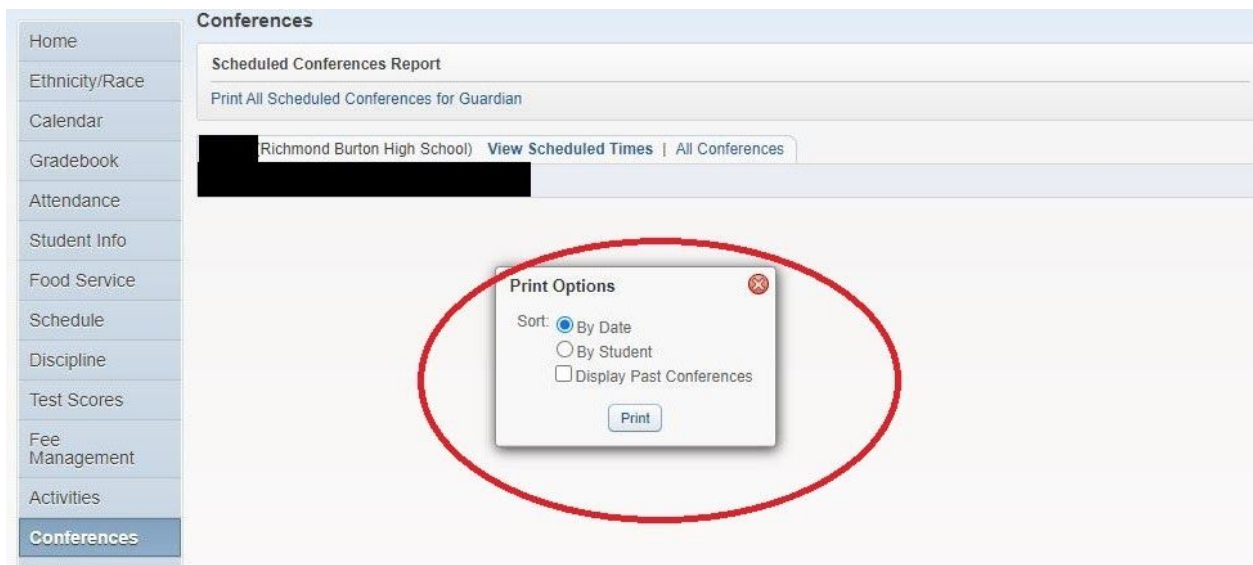
Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

(Richmond Burton High School) View Scheduled Times | All Conferences

| Scheduled Teacher Conferences             | Status                 | Class                         | Building/Room | Notes |
|---|------------------------|-------------------------------|---------------|-------|
| Mon Nov 23, 2020 from 12:42 PM - 12:52 PM | Scheduled (Unschedule) | LCTHS STUDY<br>LISA FERNANDEZ |               |       |
| Mon Nov 23, 2020 from 1:06 PM - 1:16 PM   | Scheduled (Unschedule) | ALGEBRA 2<br>PAUL SCHUERMAN   |               |       |

in whatever format you chose~



To remove a conference time, please choose the unschedule option. Repeat Step 6.

| Gradebook    | Scheduled Teacher Conferences             |  |                               |               |       |
|--------------|---|--|-------------------------------|---------------|-------|
|              | Status                                    |  | Class                         | Building/Room | Notes |
| Attendance   | Mon Nov 23, 2020 from 12:42 PM - 12:52 PM |  | LCTHS STUDY<br>LISA FERNANDEZ |               |       |
| Student Info | Mon Nov 23, 2020 from 1:06 PM - 1:16 PM   |  | ALGEBRA 2<br>PAUL SCHUERMAN   |               |       |
| Food Service |   |  |                               |               |       |
| Schedule     |   |  |                               |               |       |

To schedule multiple children, please use the drop-down at the top of the Skyward Family Access screen. You can then follow the same steps for your other child(ren).

Should you need help or have questions please contact the RBCHS main office at 815-678-4525.