Parent-Teacher Conference Scheduling with Skyward

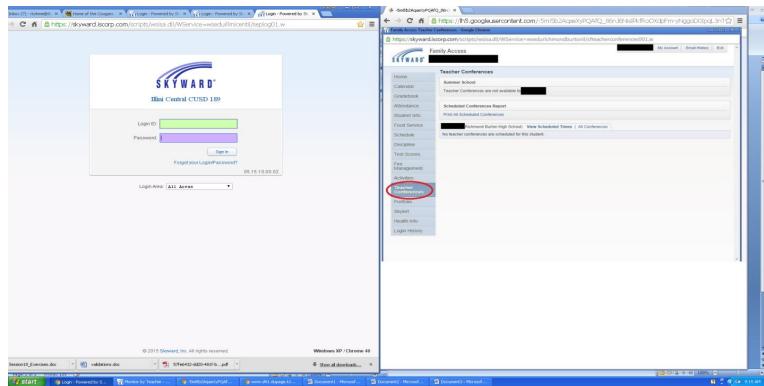
Parents and guardians will be able to make an appointment with each of their student's teachers, including Electives/Exploratory classes. Due to COVID-19, we are conducting conferences differently than we have in the past. All Conferences will be carried out via Zoom, a Google Meet session, or over the phone. Conferences will be held during the following times:

- Wednesday, October 7th, from 4:00pm to 8:00pm
- Thursday, October 8th, from 4:00pm to 8:00pm

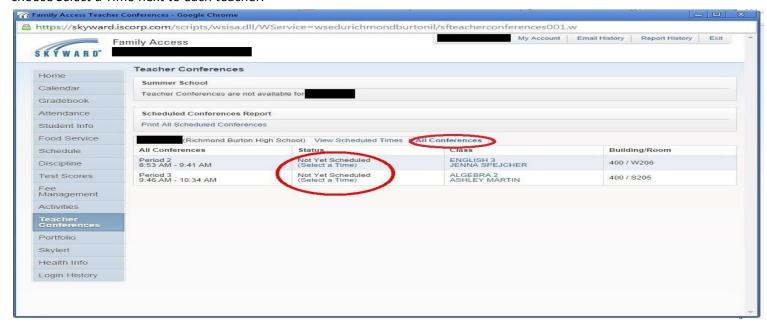
If you do not have access to a computer or have questions, contact your child's teacher directly or call the main office.

STEP 1: Log on to Skyward Family Access through the Illini Central homepage at illinicentral.org. (If you have forgotten your password, call the main office for assistance at 217-482-5180.)

STEP 2: Click the *Teacher Conferences* link on the left hand side.



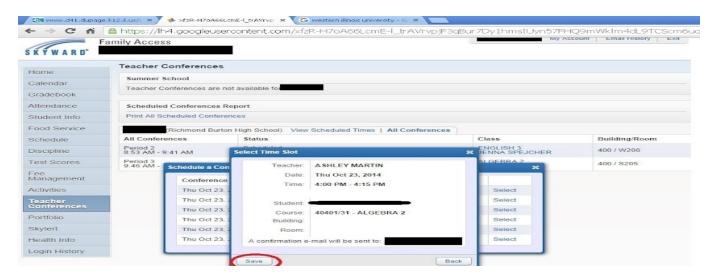
STEP 3: Click *All Conferences* to see all teachers for which you may schedule conferences. To view the available times, choose *Select a Time* next to each teacher.



STEP 4: From the available times listed, choose the date/time you want by clicking *Select*.

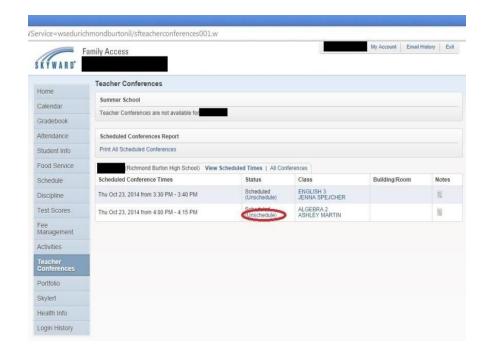


STEP 5: Confirm your time choice by reviewing the information and clicking *Save*.



STEP 6: Repeat steps 2 through 5 to add more times, multiple teachers, or multiple students.

STEP 7: If you make a mistake or your plans change, you can remove a time by clicking *Unschedule* in the View Scheduled Times window. It will ask you to confirm, so be sure to click *Save* if you want to unschedule that time.



If you do not have access to a computer or have questions, contact your child's teacher directly or call in to the front office. Please remember that it is first come/first served. If the office is fielding lots of phone calls then you may not get the times you want but we will do our best to accommodate your schedule!