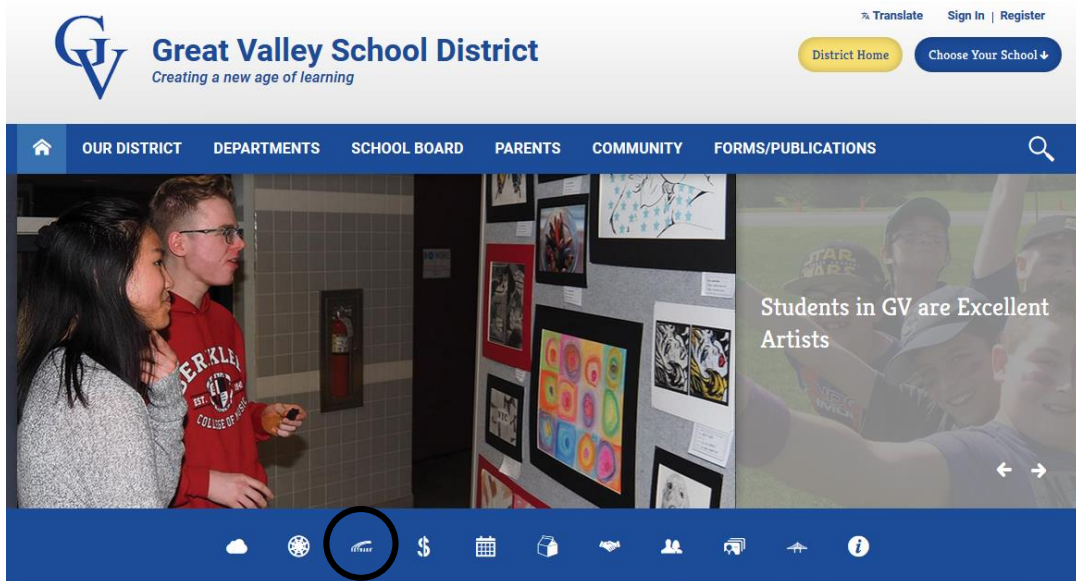


# Great Valley School District

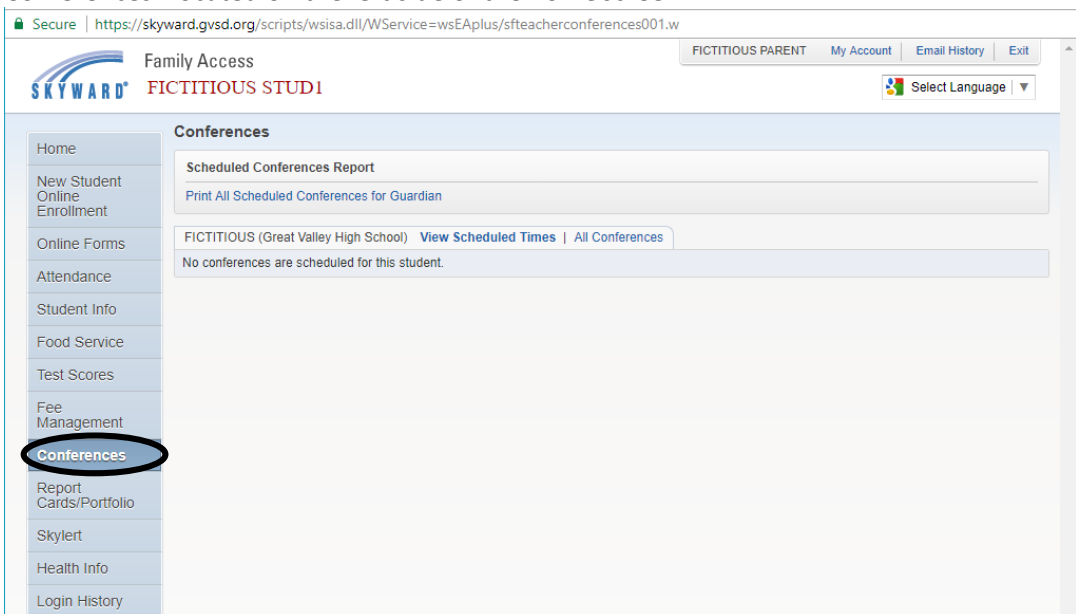
## Parent/Teacher Conference Scheduling Instructions

Listed below are instructions for using Skyward Family Access to schedule your parent/teacher conferences. You may also phone the schools your children attend to schedule your appointments if you prefer not to use Family Access.

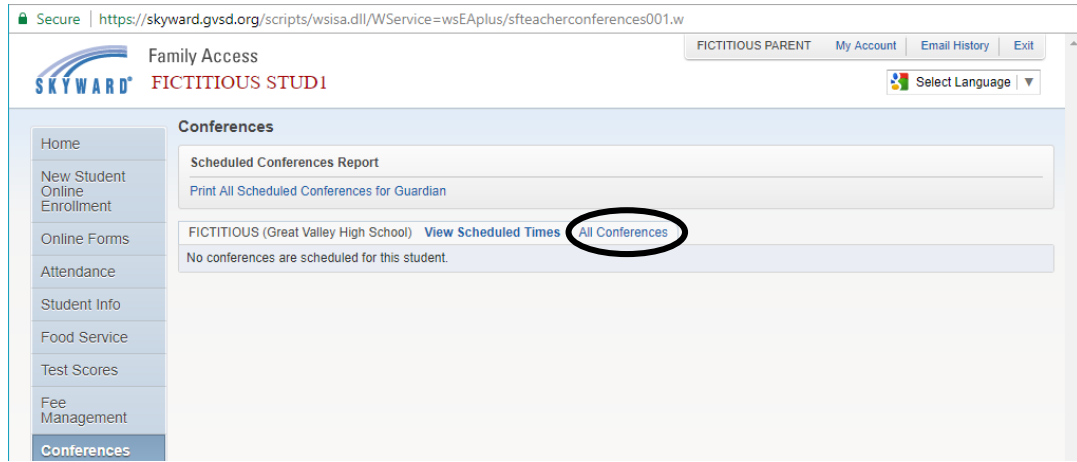
1. Log in to Skyward Family Access using the "Skyward" icon found on the district website [www.gvsd.org](http://www.gvsd.org) and on each of the individual school websites.



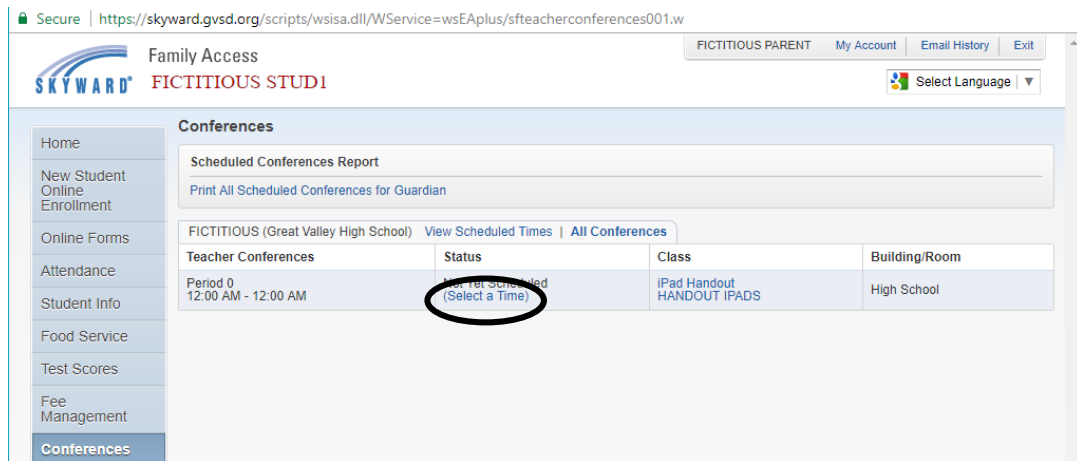
2. Select "Conferences" located on the left side of the home screen.



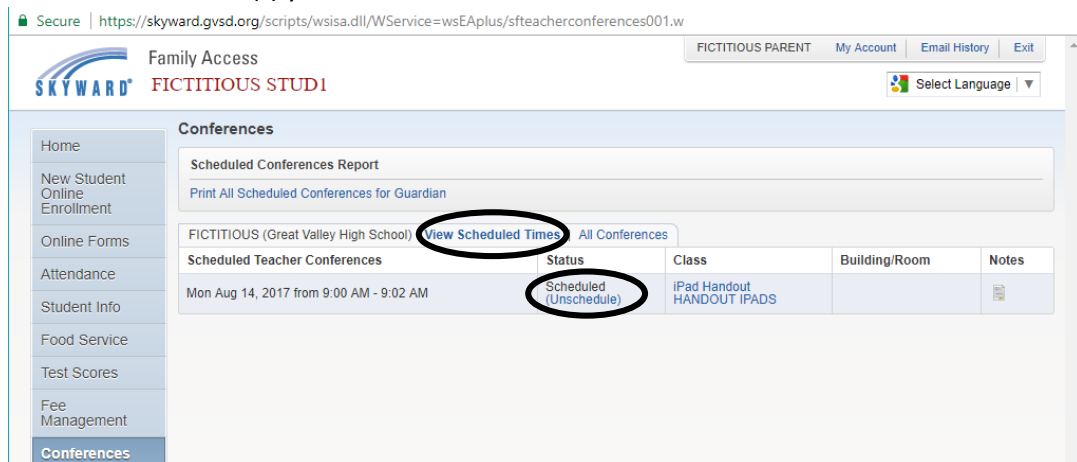
3. Select the "All Conferences" link to display that child's classes and teachers.



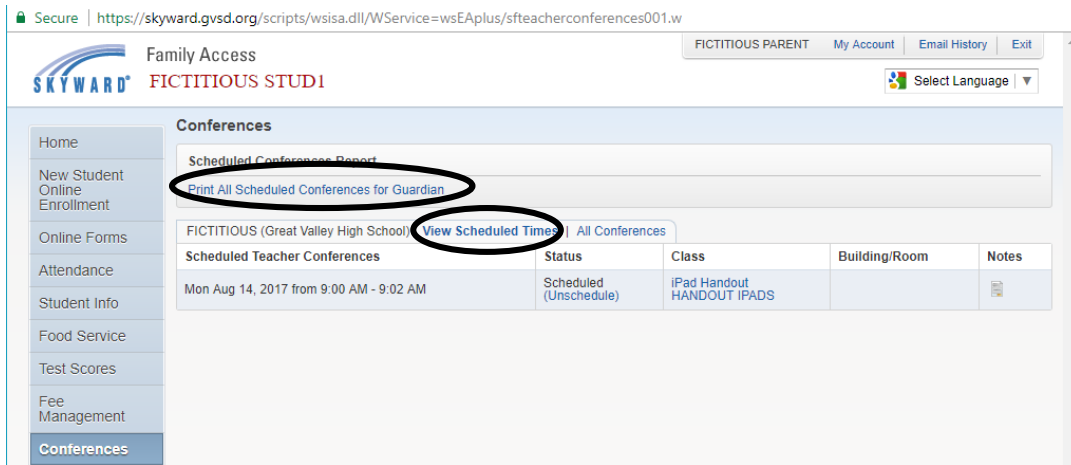
4. For each class you would like to schedule, choose the "Select a Time" link to display the available conference times. Then, choose "Select" and "Save" to reserve a particular time slot.



5. To cancel a scheduled conference, select the "View Scheduled Times" link and choose "Unschedule", "Save" for the conference(s) you want to remove.



6. To display all your scheduled conferences, select the "View Scheduled Times" link for each of your children. The "Print All Scheduled Conferences" link may be used to print a hard copy of your scheduled conferences for all your children on one printout.



For questions, please contact the schools your children attend.