

# Great Valley School District

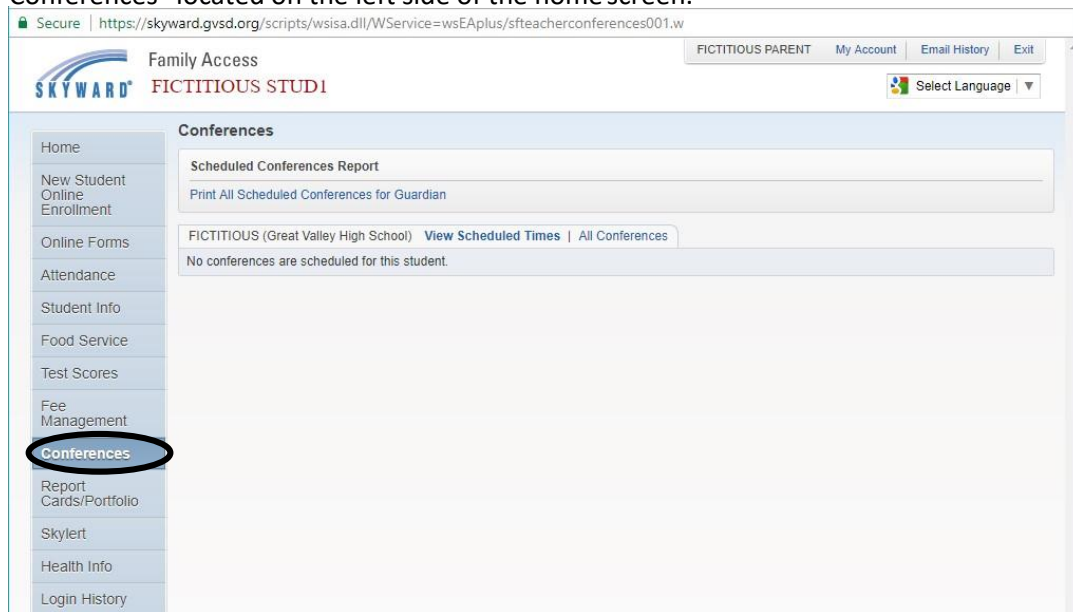
## Parent/Teacher Conference Scheduling Instructions

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.

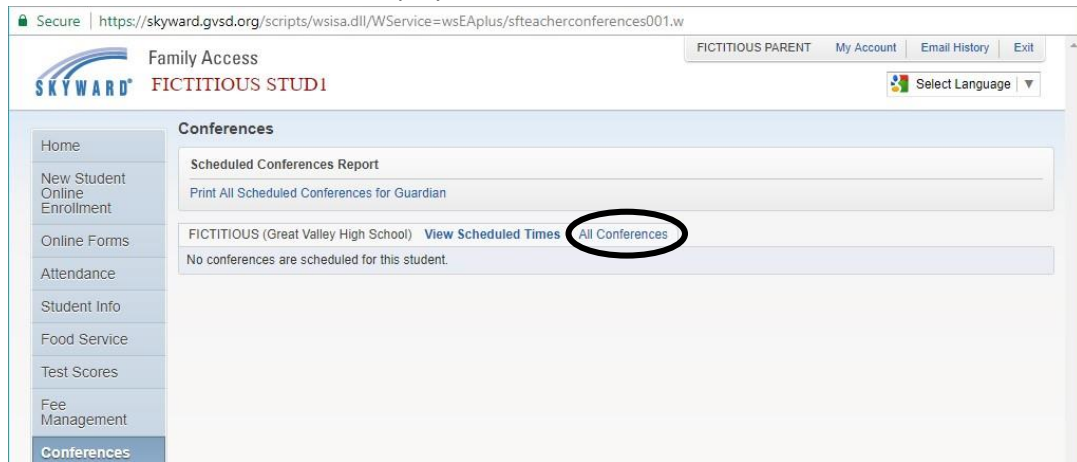
1. Log in to Skyward Family Access using the "Skyward" icon found on the district website [www.gvsd.org](http://www.gvsd.org) and on each of the individual school websites.



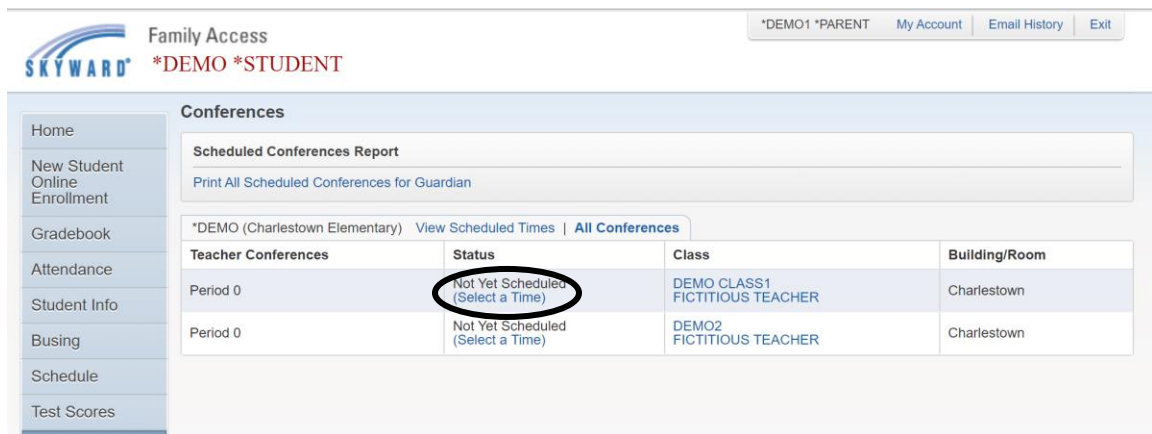
2. Select "Conferences" located on the left side of the home screen.



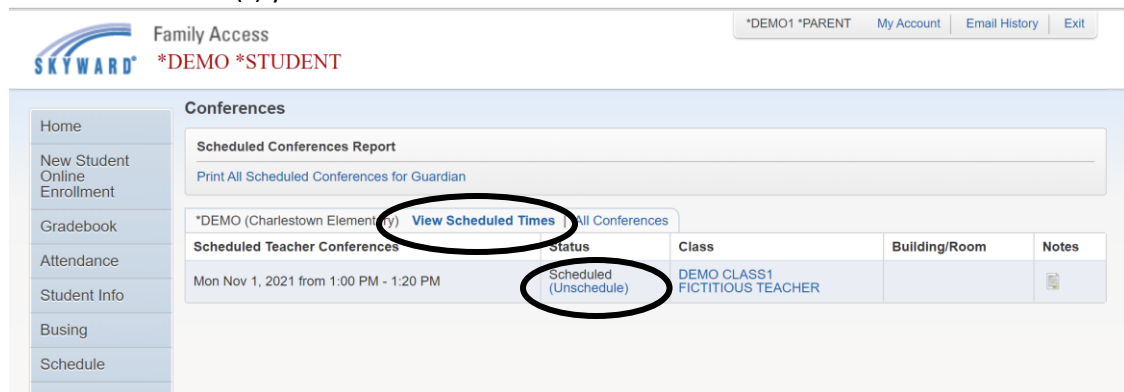
3. Select the "All Conferences" link to display that child's classes and teachers.



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.

The screenshot shows the Skyward Family Access interface. At the top, it says "Family Access" and "\*DEMO \*STUDENT". There are links for "My Account", "Email History", and "Exit". The main section is titled "Conferences" and contains a "Scheduled Conferences Report" section with a "Print All Scheduled Conferences for Guardian" link. Below this is a table with columns: "Scheduled Teacher Conferences", "Status", "Class", "Building/Room", and "Notes". A row is visible with the date "Mon Nov 1, 2021 from 1:00 PM - 1:20 PM", status "Scheduled (Unschedule)", and class "DEMO CLASS1 FICTITIOUS TEACHER". A red circle highlights the "View Scheduled Times" link in the table header.

7. **FOR THOSE WHO PREFER AN IN-PERSON CONFERENCE:** The conferences you have scheduled will be virtual, unless you specify otherwise. Once you have conference times selected, you may choose to contact the teacher(s) with whom you'd like an in-person conference. To access the teacher's email, click the teacher's name in the "class" column and use the link in the pop-up window to send an email to the teacher. Note that the in-person time must be at the time you already scheduled online. Please do not email the teacher to change the time of the conference.

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For questions, please contact the schools your children attend.