

Dear Parents/Guardians,

Parent-Teacher conferences will be held after school on Thursday, February 15th from 3:00 P.M. until 7:30 P.M. and Friday, February 16th from 7:30 A.M. through 11:30 A.M. **Please note: no classes will be held for students Friday, February 16th and Monday, February 19th.**

You may schedule conferences with the 4K through 5th grade teachers through **Skyward Family Access**. Elementary teachers sent out emails yesterday indicating their requests for conference meetings.

Middle School Students: conferences with middle school teachers and specialists will be held on a first-come, first-served basis, in the commons, library and classrooms of the specialist teachers.

Elementary Students: please follow these directions at your earliest convenience to schedule conferences with the teacher(s) of your elementary child(ren).

1. Login to **Skyward Family Access**-The Skyward Link can be found on the Stone Bank School's website. If you do not know your Skyward login and password, please call the school office for assistance.
2. Using the tabbed headings on the left hand side of the screen, click on **Teacher Conferences**.
3. Your 4K-5th grade 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 on both Thursday evening and Friday morning. You may want to go back at this point and view the open slots for any of your other 4K-5th grade students 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 under **View Scheduled Times**. **Save** and begin again. You can also include a note to your child's teacher by clicking the **Notes** option on the right.

Email your child's teacher if you have any problems, questions, or to request a longer time frame. The teacher's will work to accommodate you whenever possible. We look forward to meeting with you in a few weeks.

Sincerely,
Stone Bank School Teachers