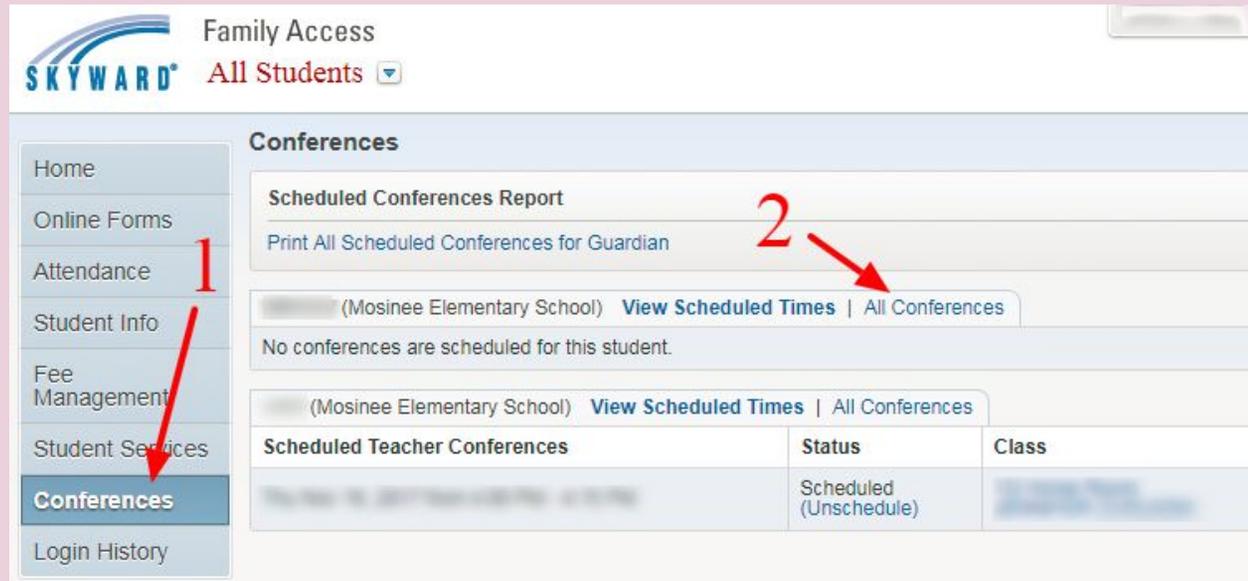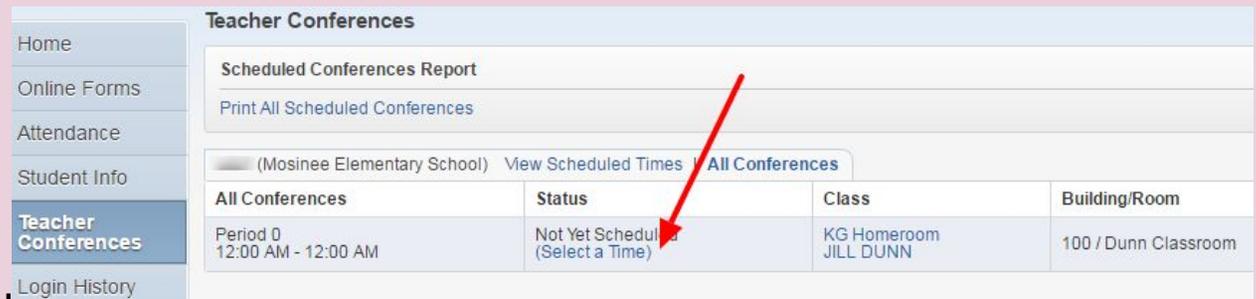# How to Schedule a Parent Teacher Conference in Skyward Family Access
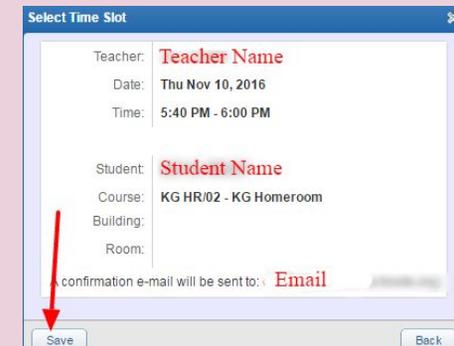
Login to Family Access and select "**Conferences**" from the left sidebar. Then click on "**All Conferences**" for the child you are scheduling the conference for.
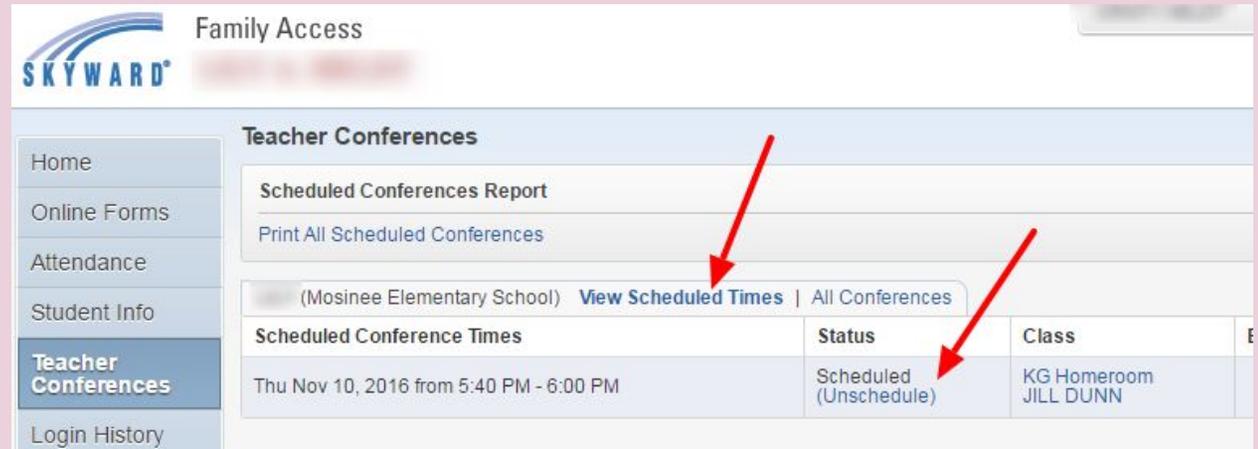
Click on "**Select a Time**"

Find the time you wish to schedule and click on "**Select**" Review details and click on "**Save**"

How to <mark>CHANGE</mark> a Scheduled a Parent Teacher Conference in Skyward Family Access
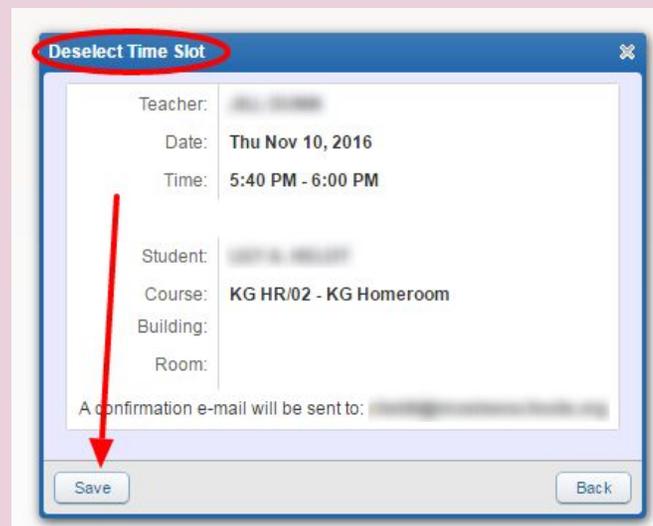
Click on "**View Scheduled Times**" to review selection and if you would need to unschedule the time, click on "**Unschedule**"

After you click "**Unschedule**" then click on "**Save**" to deselect the time slot