



School District of Iola-Scandinavia

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District Administrator

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School Board

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February 7, 2018

Dear Parent/Guardian:

Parent-teacher Conferences have been scheduled for Thursday, February 15th, from 4:00 - 7:30 p.m. **These conferences are requested by either the teacher (indicated below) or parent.**

We are excited to announce that we have gone paperless in regards to scheduling parent-teacher conferences. Families will now have the flexibility to schedule their own parent-teacher conference times via Skyward Family Access. **If you don't have a family access account, or if you've forgotten your password please contact the elementary office at 715-445-2411 x1202.**

Student Name: _____ Classroom Teacher: _____

_____ A conference is requested with you and your child. **Please login to Skyward Family Access to schedule a time that works for your family.**

_____ A conference is not necessary at this time. **However, if you would like to request a conference, please login to Skyward Family Access to schedule a time that works for your family.**

If you are unable to sign up for a time online, please send a note with three preferred times to your child's teacher. Once we receive your note, we will attempt to schedule a conference for your desired time but cannot guarantee your top choices as time slots fill up quickly.

Thank you for your support of your child's education.

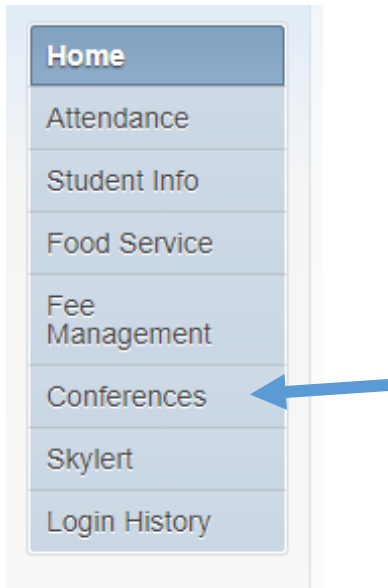
Sincerely,

Stacey Wester
Iola-Scandinavia Elementary Principal

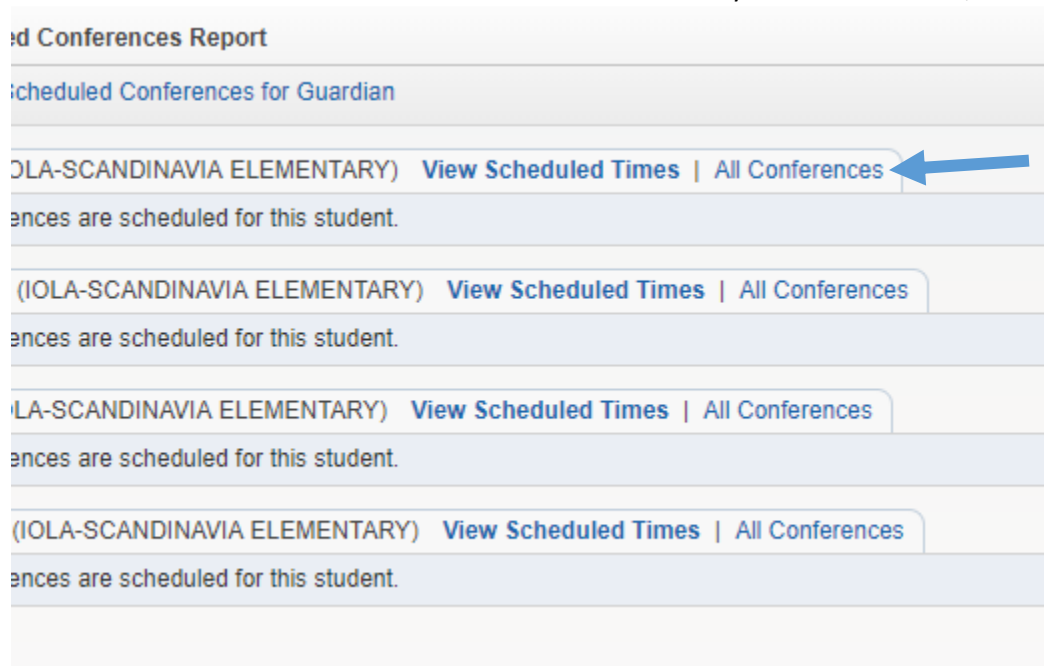
Family Access – Conference Scheduling

1. Login to Family Access
 - a. **If you don't have a family access account, or if you've forgotten your password please contact the elementary office.**

Select "Conferences" on the left hand side of the screen




2. Select "All Conferences" to see available times to meet with your child's teacher;



Then "Select a Time"

Teacher Conferences	Status	Class	Building/Room
Period 0 8:00 AM - 4:00 PM	Not Yet Scheduled (Select a Time) 	HOME ROOM RHONDA FECHTER	ELM / KFR

"Select" the time available that works best for you and click save.

Conference Time Slots	Status	Building/Room	
Thu Feb 15, 2018 4:00 pm - 4:15 pm	Open		Select
Thu Feb 15, 2018 4:15 pm - 4:30 pm	Open		Select
Thu Feb 15, 2018 4:30 pm - 4:45 pm	Open		Select 
Thu Feb 15, 2018 4:45 pm - 5:00 pm	Open		Select
Thu Feb 15, 2018 5:00 pm - 5:15 pm	Open		Select

Your scheduled conference will be listed for