

Parent Teacher Conference Scheduling with Skyward Family Access

Wait, I do not have a computer to do this online! That is ok! You can call into the front office, and they will take care of this for you. Please remember that it is first come/first served.

What if I forgot my Skyward username and password? From the Skyward login screen, You can request to have your information emailed to you by clicking the “Forgot Password” link from the Skyward login screen. Please include the following information: your child’s birthdate, home address, and home phone number. You can contact the front office at 815-678-4525.

I went to Skyward, but I do not see this link for Teacher Conferences?

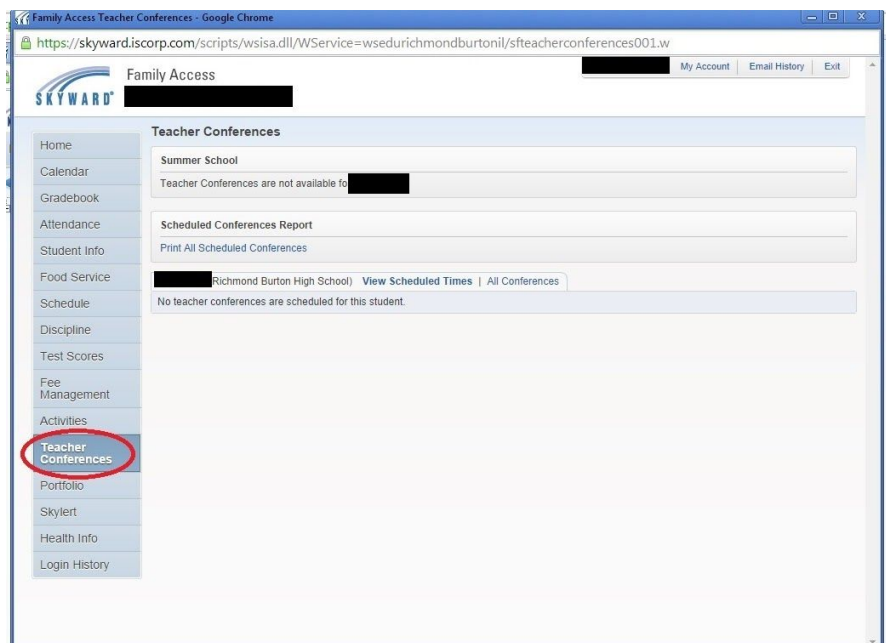
Parent Teacher Conference Sign Ups are open from November 8th-19th, 2023.

I need to schedule a P/T conference for Freshman Seminar, but I don’t see that course? If you received a letter asking for a conference with your Freshman Seminar teacher please contact that teacher directly to arrange a time. If you did not receive a notice you do not have to schedule with the teacher for the Freshman Seminar.

Great! So how do I get started? Please follow the steps below:

Step 1 - Log on to [Skyward Family Access](https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedurichmondburtonil/sfteacherconferences001.w)

Step 2 - Choose **Teacher Conference** link on the left-hand side



Step 3 - Choose All conferences.

SKYWARD Family Access

My Account Email History

Home
Ethnicity/Race
Calendar
Gradebook
Attendance
Student Info

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

Richmond Burton High School View Scheduled Times **All Conferences**

Teacher Conferences	Status	Class	Building/Room
Period 1 7:55 AM - 8:48 AM	Not Yet Scheduled (Select a Time)	DRIVER'S ED CLASSROOM LAUREN HENCIER	400 / W103

Step 4 - Choose Select A Time.

Period 6B 11:59 AM - 12:47 PM	Not Yet Scheduled (Select a Time)	WORLD HISTORY BRAD KAMINSCKY	400 / W209
Period 7 12:52 PM - 1:40 PM	Not Yet Scheduled (Select a Time)	DIGITAL ARTS 1 LISA LACOMPTE	400 / S104
Period 8 1:45 PM - 2:33 PM	Not Yet Scheduled (Select a Time)	ALGEBRA 1B MIKE GIESE	400 / S208

Step 5 - From the available times listed choose the date/time you want by choosing Select

Richmond Burton High School View Scheduled Times All Conferences

Teacher Conferences	Status	Class	Building/Room
Period 1 7:55 AM - 8:48 AM	Not Yet Scheduled (Select a Time)	DRIVER'S ED CLASSROOM LAUREN HENCIER	400 / W103
Period 2 8:53 AM - 9:41 AM			400 / W108
Period 3 9:46 AM - 10:34 AM			400 / W203
Period 5B 11:06 AM - 11:54 AM			400 / S204
Period 6B 11:59 AM - 12:47 PM			400 / W209
Period 7 12:52 PM - 1:40 PM			400 / S104
Period 8 1:45 PM - 2:33 PM			400 / S208

Schedule a Conference Time with LISA LACOMPTE

Conference Time Slots	Status	Building/Room	
Mon Nov 23, 2020 12:30 pm - 12:40 pm	Open		Select
Mon Nov 23, 2020 12:42 pm - 12:52 pm	Open		Select
Mon Nov 23, 2020 12:54 pm - 1:04 pm	Open		Select
Mon Nov 23, 2020 1:06 pm - 1:16 pm	Open		Select
Mon Nov 23, 2020 1:18 pm - 1:28 pm	Open		Select
Mon Nov 23, 2020 1:30 pm - 1:40 pm	Open		Select
Mon Nov 23, 2020 1:42 pm - 1:52 pm	Open		Select

Step 6 - Confirm your time choice by reviewing the information and hitting **Save**

Family Access

My Account Email History Exit

SKYWARD

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

(Richmond Burton High School) View Scheduled Times | All Conferences

Teacher Conferences

Period 1 7:55 AM - 8:45 AM

Period 2 8:53 AM - 9:43 AM

Period 3 9:46 AM - 10:36 AM

Period 4A 10:39 AM - 11:29 AM

Period 5A 11:32 AM - 12:22 PM

Period 8 1:45 PM - 2:35 PM

Building/Room

400 / W211

400 / W205

400 / S206

400 / W108

400 / GYM

400 / BAND ROOM

Select Time Slot

Teacher: STEPHANIE HUTCHINSON

Date: Mon Nov 23, 2020

Time: 12:54 PM - 1:04 PM

Student: [REDACTED]

Course: 70209/61 - LIFETIME FITNESS

Building:

Room:

A confirmation e-mail will be sent to [REDACTED]

Save Back

Step 6 - Repeat steps 1 through 6 to add more times. When you are complete you can hit **Print All Scheduled Conferences to retain a copy for your records.**

Family Access

My Account Email History Exit

SKYWARD

Conferences

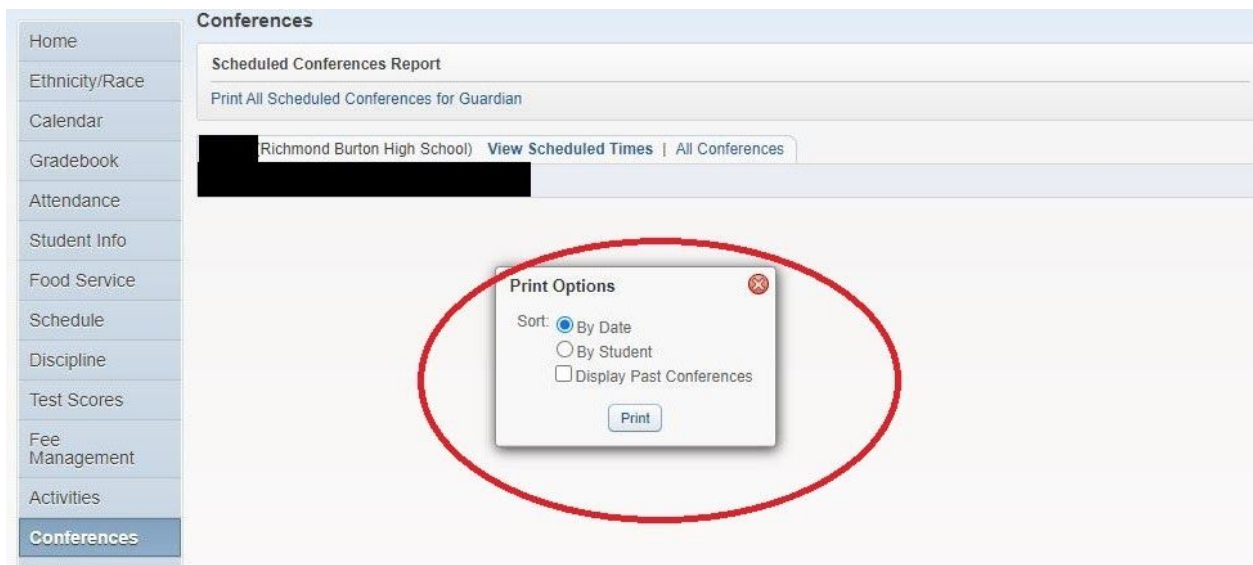
Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

(Richmond Burton High School) View Scheduled Times | All Conferences

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Mon Nov 23, 2020 from 12:42 PM - 12:52 PM	Scheduled (Unschedule)	LCTHS STUDY LISA FERNANDEZ		
Mon Nov 23, 2020 from 1:06 PM - 1:16 PM	Scheduled (Unschedule)	ALGEBRA 2 PAUL SCHUERMAN		

in whatever format you chose~



I made a mistake, how do I remove a time from the schedule? It is very easy! At any time you can go online and hit the Unschedule option. Repeat Step 6.

The screenshot shows a table titled 'Scheduled Teacher Conferences'. The table has five columns: 'Scheduled Teacher Conferences', 'Status', 'Class', 'Building/Room', and 'Notes'. There are two rows of data. In the second row, the 'Status' column contains the text 'Scheduled (Unschedule)', where the word 'Unschedule' is circled in red. The first row shows a scheduled conference for 'Mon Nov 23, 2020 from 12:42 PM - 12:52 PM' for 'LCTHS STUDY LISA FERNANDEZ'. The second row shows a scheduled conference for 'Mon Nov 23, 2020 from 1:06 PM - 1:16 PM' for 'ALGEBRA 2 PAUL SCHUERMAN'.

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Mon Nov 23, 2020 from 12:42 PM - 12:52 PM	Scheduled (Unschedule)	LCTHS STUDY LISA FERNANDEZ		
Mon Nov 23, 2020 from 1:06 PM - 1:16 PM	Scheduled (Unschedule)	ALGEBRA 2 PAUL SCHUERMAN		

Can I schedule for both children at once? Yes, much like viewing other information and depositing money, or even paying fees, you can switch to your other child(ren) by using the drop-down at the top of the screen. You can then follow the same steps for your other child(ren).

Should you need help or have questions please contact the front office at 815-678-4525