**Instructions to Schedule Ridgecrest Parent Teacher Conferences**

Parent Teacher Conferences are coming up. Conference appointments can be made for the following dates:

**Wednesday, March 1st 4:00 – 7:30 pm**

**Thursday, March 2nd 2:00 – 7:30 pm**

**ADDITIONAL CONFERENCE SCHEDULING TIMES:**

**Monday 2/27/23 9 am – 3:30 pm - Ms Blaser/ Mrs. Shi and Mrs. Halligan/Ms. Chen**

**Tuesday 2/28/23 9 am – 3:30 pm - Mrs. Lundberg/Ms. Feng**

**Wed. 3/01/23 9 am – 3:30 pm - Mrs. Rowell/ Ms. Li and Ms. MacArthur/Mrs. Zhao**

**Wed. 3/01/23 9 am – 11:30 am –Mrs. Lundberg/Ms. Feng**

**Thurs. 3/02/23 9 am – 11:30 am – Ms. Blaser/Mrs. Shi and Ms. White/Ms. Peterson**

**The window to choose your student’s conference time is February 6th – 20th**. If you do not schedule an appointment, an appointment time will be scheduled for you. You will receive an email confirming your student’s appointment time.

 Below are step by step instructions to help you make your appointments:

⮚ Parents/Guardians will need to login into Skyward to schedule your student for a 15 minute appointment for each student. This is done the same way you did for online registration. (Contact the school if you need help with your skyward login/password).

* Go to canyonsdistrict.org
* Click on SKYWARD, then choose the FAMILY ACCESS link. Now login with your ID and password.
* On the top of the screen select the student name you are scheduling the conference for. Then on the left- hand tool bar click on CONFERENCES.
* Now you can schedule the date and time you want in this window. Click on ALL CONFERENCES, then click on SELECT A TIME and you will see all your options. Once you have decided what date and time you want then click SELECT on the right side of the screen. Be sure to SAVE. Once you have done this a confirmation email will be sent to you.
* The window to log in and select your own conference time will be open from **February 6th – 20th**. After that the school will choose a date and time for you.
* You will also be sent a reminder email a day or two beforehand.
* As always, if you have any questions or need help making your appointment you can call the school and we’d be happy to help you.

801-826-9250.