



Hayden Peak Elementary
5120 W Hayden Peak Drive
West Jordan, UT 84081
801-280-0722
David Butler, Principal
Theresa Christensen, Assistant Principal

Dear Parents,

Student-Led Conferences, a.k.a. Parent Teacher Conferences, will be held on Wednesday, March 6th and Thursday, March 7th.

Please schedule your conferences as soon as possible for the best choice of times.

All conferences will be scheduled on Skyward. You will need to know your Skyward login and password. If you do not know your login and password please call the office and we will help you with that.

Instructions for scheduling Student-Led Conferences are attached. If you do not have access to a computer and the internet, you may come to the school office and use one of our computers to schedule your appointment(s) or call the office and we will schedule for you.

Additionally, there will be no school on Friday, March 8th, as it is a comp day for teachers. Thursday, March 7th will be an early day for all students.

If you have any questions, please call the office at 801-280-0722.

Sincerely,

David Butler

David Butler

Principal

Skyward Parent Teacher Conference Parent Instructions

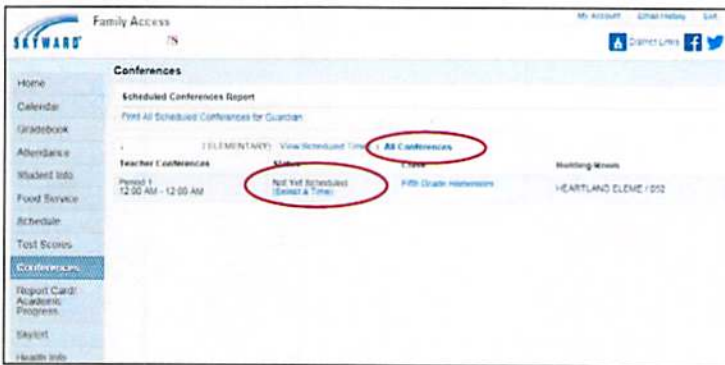
I. Scheduling Parent Teacher Conference appointments

Login to Skyward Family Access at <http://skystu.jordan.k12.ut.us>

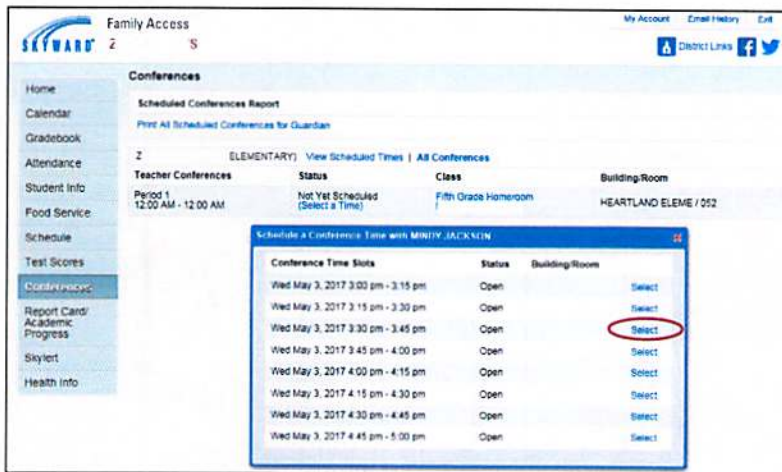
If you have more than one student in Jordan District Schools select **All Students**.
On the left side click the **Conferences** button.



Choose **All Conferences** next to the student's name you wish to schedule a conference for.
Click **Select a Time**.



Click **Select** by the desired appointment time.



Note:

- Only one appointment can be scheduled per teacher per student.
- If guardians maintain separate households, they must login separately to schedule individual conference times for their student.

A window appears showing the appointment information. Click **Save**.
You will receive a confirmation e-mail. You will also receive a reminder e-mail five days before and two days before your scheduled appointment.

The screenshot shows a 'Select Time Slot' dialog box with the following information:

- Teacher: h N
- Date: Wed May 3, 2017
- Time: 4:00 PM - 4:15 PM
- Student: i S
- Course: 05HRM/052 - Fifth Grade Homeroom
- Building:
- Room:
- A confirmation e-mail will be sent to: t l.com

At the bottom, there are two buttons: 'Save' (circled in red) and 'Back'.

The Scheduled appointment shows on the **All Conferences** tab.

ELEMENTARY) View Scheduled Times All Conferences			
Teacher Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Scheduled Wed May 3, 2017 from 4:00 PM - 4:15 PM	Fifth Grade Homeroom	HEARTLAND ELEME / 052