

Logan Middle School  
SOTA II Meet & Greet Conferences  
Wednesday, August 28<sup>th</sup>, 2024  
12:00 PM – 5:30 PM

(Sign-up opens in Skyward on August 5, 2024)

**Instructions for scheduling conferences:**

- Go to [www.lacrosseschools.org](http://www.lacrosseschools.org) and click on Skyward Family Access on the left side of the window.
- Log in to Family Access with your login and password.
- Click on the tab **Conferences** on the left side of the window.
- Click the tab **All Conferences**. You'll need to do this for each child listed.
- Under the **Status** column, click **Select a Time**.
- A window will display with all of the available times. Click **Select** to the right of the time slot that you want to schedule.
- A window will display the teacher and class information with the selected time. If this is correct, click the Save button and a confirmation email will be sent to you. If there is a conflict with another conference, a warning message will appear on the screen.
- The scheduled conference will now display under the **Status** column.
- If you need to change your conference time, click the **View Scheduled Times** column and click **Unschedule** under the **Status** column. Then click the **All Conferences** tab again to select a new time.
- Once you have all of your conferences scheduled, you may click on the **Print All Scheduled Conferences** at the top of window to print a paper copy of your schedule.
- Once you're done, click on **Exit** in the upper right corner of the window.
- You may want to schedule one conference after another if you have more than one child.