

Lone Peak Elementary

11515 S. High Mesa Drive • Sandy, Utah 84092 • Phone: (801) 826-8650 • Fax: (801) 826-8651 • Principal: Tracy Stacy



February 6, 2019

Dear Parents,

Parent Teacher Conferences for the spring will be held on Wednesday, February 27th and Thursday, February 28th.

Appointments are scheduled through your **Skyward Family Access** account.

(<https://skyward.canyonsdistrict.org>, then click on "Family Access")

- **If you forgot your login or password, please click on the link below the sign-in that says, "Forgot your Login/Password?"**

The parent scheduling window will be open from **Friday, February 8th until Friday, February 22nd**. Appointments are available on a first-come, first-serve basis.

- *****If you have not scheduled by February 22nd or if you need to make any changes after this date, you will need to email the teacher directly.**
- Allow at least **24 hours** for the teacher to respond.
- Teacher email addresses can be found online at <https://lonepeak.canyonsdistrict.org> under "Faculty."

The Parent Instructions on the back of this letter will explain how to go online and schedule your conference times.

If you have any additional questions, please call the school at 801-826-8650.

Sincerely,

Lone Peak Elementary

PLEASE NOTE:

EARLY RELEASE DAY (School dismisses at 1:40)
February 28th

NO SCHOOL (Compensatory Day)
March 1st

(INSTRUCTIONS ON BACK)

Parent Conference Instructions – Skyward

Login to your Skyward Family Access at <https://skyward.canyonsdistrict.org>, then “Family Access.”

- If you forgot your login or password, please click on the link below the sign-in that says, “Forgot your Login/Password?”

If you have more than 1 student in Canyons School District Schools, choose All Students

1. On the left side, click the Conferences tab

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
 - If you have more than one student, the system will allow you to schedule them at the same time with two different teachers, however a warning will appear because this will double book you.
2. Click **All Conferences** next to the student’s name you wish to schedule a conference for
 3. Click **Select a Time**
 4. Choose the time you want and click **Select** next to that time (Status for that time slot must be open or select option will not appear)
 5. A window appears showing the appointment information, Click **Save**
 6. 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.

https://skytrainnew.canyonsdistrict.org/scripts/wsisa.dll/WService-wsEApplus/attacher.conferences001.w

Family Access
All Students

My Account Email History Exit
Select Language District Links

Home
Ethnicity/Race
Calendar
Attendance
Student Info
Food Service
Schedule
Fee Management
Activities
Student Password
Report Cards
SAGE Results
SkyAlert
Health Info
Login History

Conferences

Scheduled Conferences Report
Print All Scheduled Conferences for Guardian

(LONE PEAK ELEMENTARY)
No conferences are scheduled for this student.

(LONE PEAK ELEMENTARY) View Scheduled Times
All Conferences

Teacher Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Kindergarten Homeroom MICHELLE HAMILTON	LONE PEAK ELEM / KINDERGARTEN AM

Schedule a Conference Time with MICHELLE HAMILTON

Conference Time Slots	Status	Building/Room
Wed Jul 18, 2018 4:00 pm - 4:25 pm	Cancelled	
Wed Jul 18, 2018 4:30 pm - 4:55 pm	Completed	
Wed Jul 18, 2018 6:00 pm - 6:25 pm	Open	
Wed Jul 18, 2018 6:30 pm - 6:55 pm	Completed	

Select

Select Time Slot

Teacher: MICHELLE HAMILTON
Date: Wed Jul 18, 2018
Time: 6:00 PM - 6:25 PM
Student: [REDACTED]
Course: 00HRM/002 - Kindergarten Homeroom
Building:
Room:
A confirmation e-mail will be sent to [REDACTED]

Save Back