



Orchard Center Elementary  
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**Barb Knauss, Principal**  
Our Children. Our Commitment. O.C.

February 2020

Dear Parents & Guardians,

Parent-Teacher Conferences are an important part of our instructional program at Orchard Center. It gives teachers and parents an opportunity to meet and discuss the progress of each and every Orchard Center learner. It is also a great time to check progress on goals for the 2019-2020 school year!

**On March 4<sup>th</sup> students will be released early at 12:15 pm, and there will be NO SCHOOL on March 5<sup>th</sup> & 6<sup>th</sup>!**

We will once again be using the **ONLINE CONFERENCE SCHEDULING PROCEDURE**. You will no longer need to send in multiple preferences and forms by hand. Instead, you will simply be able to see the teacher's available time slots and schedule one through Skyward.

**This access will be open on Tuesday, February 18, 2020.**

**Here are the step by step instructions for Conference Scheduling:**

1. Login to your Skyward account by going to [www.wvvd.org](http://www.wvvd.org).
2. Click on Student & Parent Resources.
3. Click on Skyward Access.
4. Enter your username & password.
5. Click on "Conferences" on the left hand side.
6. Click on "All Conferences" to see available timeslots.
7. Simply click on "Select" to schedule your conference time.
8. *If you have more than one student, you will need to complete these steps for each one.*
9. Once your time has been scheduled, you will receive periodic automated email reminders.

*If you have already scheduled a conference time with your student's teacher, they will be able to manually input your conference time on their end. You will be able to see the time by logging into the system per the instructions above and clicking on the "Teacher Conferences" link. Your scheduled time will be listed underneath the "Selected Conference Times".*

**Should you have questions regarding a teacher's availability / schedule, please contact your student's teacher directly. If you need your login information for Skyward, please contact the Front Office.**

We hope this procedure is convenient for you. We are certainly excited about streamlining the Conference Scheduling process for everyone. Our conference goal is for 100% parent participation!

Sincerely,

Barb Knauss  
Principal