



October 15, 2024

Dear Parents/Guardians:

Parent Teacher Conferences will be held on October 24th from 11:00 am - 7:00 pm. Parents will have the option to attend in person or by phone conference. We will use Skyward scheduling. We hope this scheduling process allows you to see or speak with the needed teachers while maximizing your time and efforts. **Skyward Scheduling will close at the end of the day on Tuesday, October 22.**

- In order to provide enough appointment slots, all conferences will be limited to 8 minutes with a four-minute passing time. If you run out of time, please schedule a future meeting with your child's teacher.
- Use the attached map and teacher location listing to efficiently plan your conferences.
- Parents who do not have a scheduled appointment are still welcome to attend but are not guaranteed to see a teacher during the designated conference time. If you do not have the opportunity to meet with a specific teacher please add your information to the sign-up sheet outside the teacher's door and they will contact you.
- If you choose the phone conference option the teacher will call you at the registered start time.
 - Staff will use the primary phone number listed in Skyward, unless otherwise noted in the note icon
 - **How to schedule a phone conference**
 - Select and save a conference time
 - Select "**View Scheduled Times**"
 - Select "**Change Method**" to update method and location.
 - This will allow you to choose a phone conference.
 - Select the **note icon** and add the phone number the teacher should call
- Parents are encouraged to contact teachers, counselors, and administrators whenever the need arises. E-mail is often the most efficient means of communication. Staff emails can be found on the district web page <https://www.newlondon.k12.wi.us/highschool/classstaff.cfm>
- Use Skyward Family Access to check your child's attendance, grades or schedule.

Conference Schedule October 24, 2024

- **11:00 am - 7:00 pm:** Scheduled in-person or by phone.
- **5:00 pm - Spanish National Honor Society Presentation** (Auditorium)
- **5:30 pm - Financial Aid Presentation (NLHS Library):** This session will assist families with updated information regarding applying for financial aid. (Juniors and Seniors and their families are invited).
- **6:30 pm - Junior Parent Meeting Presentations:** These sessions will start at the same time and will be located in different areas of the building. Students can choose which meeting they want to attend based on their post-secondary interests. We host representatives from WI Technical Colleges, the WI University System, and a WI Private College. Presentation locations are listed below. (Juniors and Seniors and their families are encouraged to attend)
 - Fox Valley Technical College (Technical): **Library**
 - UW Oshkosh (Public): **A116**
 - St. Norbert (Private): **B109 (Wolford Study Hall)**
 - Youth Apprenticeship: **B119**

Sincerely,

Brian Yerkey,
NLHS Principal
byerkey@newlondon.k12.wi.us

Pupil nondiscrimination statement:

It is the policy of the School District of New London that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

1. Login to Skyward Family Access

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2. Use your Skyward login and password. If you need your login information contact the main office at 920-982-8420.

3. Click on Sign In.

4. If you do not remember your password, click on the Forgot your Login/Password link and enter your email address or username and your password will be emailed to you.

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5. Select the child you would like to schedule a conference for.

6. Click on Conferences.

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6. Click on Conferences.

All Conferences	Status	Class	Building/Room
Period 0 6:20 AM - 7:00 AM	Not Yet Scheduled (Select a Time)	COUNSELORS KATRINA MAYER	100 /

7. Click on All Conferences.

8. Click on Select a Time to see what times are available to schedule and select the time you would like to schedule a conference for and Click Save. You should receive an email confirming your time.

9. You can print out your scheduled times by clicking on the print scheduled times button.

10. Repeat Steps 5-9 for all students you need to schedule conferences for.

11. Once you have scheduled your conferences, log out of Skyward Family Access.

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