

Dear Parents/Guardians,

Parent Teacher Conferences will be November 2nd – November 4th, between 1 pm and 3 pm. [We will be scheduling the conferences on Genesis.](#) You may log on to Genesis and schedule 5 minute conferences with each of your child’s teachers. On the day of conferences you will travel between classrooms, similar to back to school night, moving at the bell to your next scheduled appointment.

To set up your conference on Genesis, please follow the steps below:

1. Log into Genesis. (If you have more than one child in the district, please make sure to select the name of the student you wish to schedule a conference for from the drop down).
2. Click on the tab for “Conferences”
3. Click on the link that says “Schedule conference for November Conferences”.
4. You will see the names of your child’s teachers, with available times. Click “reserve” under the name of the teacher, with the time slot that you wish to reserve a time for conference.
5. Repeat this process for all teachers that you wish to schedule a conference with.
6. Your conference time is now set.

If you need to cancel a conference for any reason, you can go through the same process above, accessing the “cancel” tab. If you have another student in the school, go back and repeat the process for your second child. Make sure to access a different day, so you do not overwrite the first set of conferences scheduled.

These conferences are meant to touch base with your child’s teachers to see how your student is performing. **They are only 5 minutes so we can schedule as many parents as possible. Please adhere to that time frame to be fair to all.**

[You may schedule conferences until 4 p.m. on October 30th. At that time the conference scheduler will be closed.](#)

Thank you for your anticipated cooperation and participation.

Sincerely,

Ms. Carlin, Principal