

WASHINGTON ELEMENTARY SCHOOL

153 WINTHROP ROAD • EDISON, NJ 08817
(732) 650-5280 FAX: (732) 650-5283

SANDRA SCHLATTER
PRINCIPAL

TRUC-LAN VU
ASSISTANT PRINCIPAL

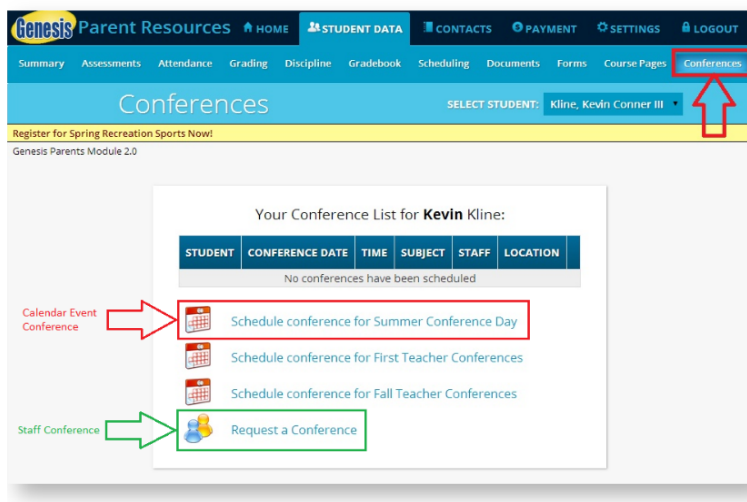
March 7, 2023

Dear Parents and/or Guardians:

The following dates and times have been set aside for parent-teacher conferences:

Thursday	March 23	5:00-6:30 PM	IN-PERSON	(EARLY DISMISSAL DAY)
Tuesday	March 28	2:00-3:30 PM	IN-PERSON	(EARLY DISMISSAL DAY)
Thursday	March 30	5:00-6:30 PM	VIRTUAL	(EARLY DISMISSAL DAY)

If you are interested in meeting with your child's teacher please follow the directions below.



In the Parent Portal, users will be able to access the Conference tab under Student Data. On the Conferences screen, a link will appear at the bottom that will say "Schedule conference for Parent/Teacher Conferences." You just need to click this link and you will be presented with all conference options for your child. That means that all teachers within the student's schedule will be shown.

You can reserve a conference time for the teacher by clicking on the "Reserve" button under the teacher and time.

Once a time has been reserved for a teacher, that time slot will no longer be available. Do not schedule two conferences at the same time as this will not be accommodated. An email notification will be sent when a parent reserves or cancels a time. In addition, conference reminders will be sent out 48 hours prior to the conference to the email address of the parent account that reserved the conference.

Sincerely,

Sandra Schlatter
Mrs. Sandra Schlatter
Principal