## WASHINGTON ELEMENTARY SCHOOL

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

Sandra Schlatter Principal Truc-Lan Vu Assistant Principal

February 22, 2021

Dear Parents and/or Guardians:

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

Wednesday, March 10th Thursday, March 11th Tuesday, March 16th Wednesday, March 17th Thursday, March 18th varying times (Kindergarten and 5th only) 5:00PM-6:30PM 2:00PM-3:30PM varying times (Kindergarten and 5th only) 5:00PM-6:30PM

Your child's teachers look forward to talking with you about your son or daughter's progress. We will utilize the electronic sign-up process for Parent Teacher conferences through Genesis Parent Portal. In order to schedule your conference, please complete the steps 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

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Sincerely,

*Sandra Schlatter* Mrs. Sandra Schlatter Principal 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.