

WASHINGTON ELEMENTARY SCHOOL

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SANDRA SCHLATTER
PRINCIPAL

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ASSISTANT PRINCIPAL

October 25, 2021

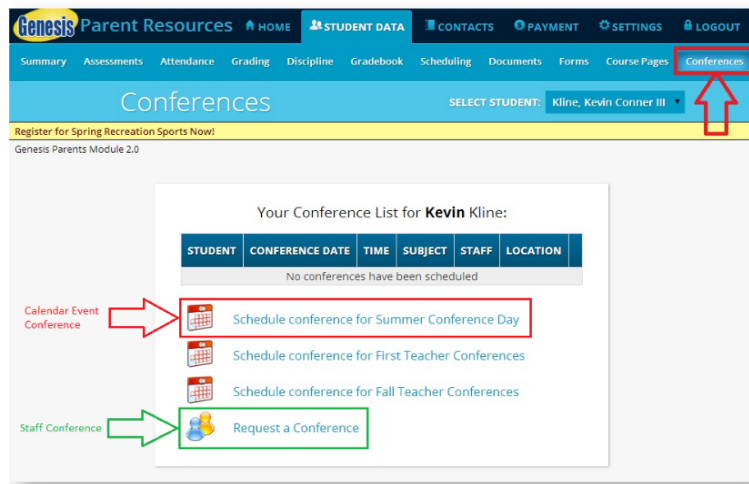
Dear Parents and/or Guardians:

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

Tuesday, November 9th	5:00-6:30 PM	(EARLY DISMISSAL DAY)
Thursday, November 11th	2:00-3:30 PM	(EARLY DISMISSAL DAY)
Friday, November 12th	5th Extra Sessions	
Tuesday, November 16th	5:00-6:30 PM	(EARLY DISMISSAL DAY)
Thursday, November 18th	K Extra Sessions	

The home-school connection is extremely important to us, and we realize that virtual conferences can be convenient for some families, as they eliminate the need for transportation, childcare arrangements or having to take time off work. Thus, for the upcoming conferences, **we will be allowing guardians to choose an in person or virtual conference.**

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 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