Edison Township School District



Thomas Jefferson Middle School 450 Division Street, Edison, NJ 08817

Antoinette Emden, Principal Kenneth Saggese, Vice Principal Nicholas Zecchino, Vice Principal Tel: (732) 650-5290 Fax: (732) 650-5295

<u>https://tjms.edison.k12.nj.us/</u> Kimberly McCoy, Head Guidance Counselor

October 23, 2020

Dear Parents:

On **Thursday**, **November 12**, **2020**, **and Thursday**, **February 18**, **2020**, teachers will be available for parentteacher conferences between 6:00 PM and 8:30 PM. Your child's teachers look forward to talking with you about your son or daughter's progress; however, there are limited appointments available. Schedule conference times according to your child's specific needs. Teachers will discuss your child's progress and any other issues that affect academic achievement. TJMS will utilize the electronic sign-up process for Parent-Teacher conferences through Genesis Parent Portal starting Thursday, **October 29**, **2020**, after school. To schedule your conference, please complete the steps below:

| Spaces - People | ۵ 🖉 - 🗅 |
|-------------------------------------|--|
| Current Parent Activity - Viewini + | For Parents: How to Request a Conference in Parent Portal |
| Displaying Letters in the Parent | |
| > Importing Logon Ids and Studer | |
| Managing Parent Accounts - Pa | Summary Assessments Attendance Grading Discipline Gradebook Scheduling Documents Forms CoursePages Conferences |
| Mobile Web App | summary Avessments Attendance uracing tosopune uradebolik scheduling tosopune torms course rayes connectores |
| > Parent Email Notifications | Conferences SELECT STUDENT: Kline, Kevin Conner III • 4 |
| > Parent Forms | Register for Spring Recreation Sports Now1 |
| Parent Module Documents | Genesis Parents Module 2.0 |
| ~ Parent Portal Conferences | |
| Creating Calendar Event Cor | Your Conference List for Kevin Kline: |
| Creating Staff Conferences | The second second second second second second because the |
| Scheduling and Parent Module | STUDENT CONFERENCE DATE TIME SUBJECT STAFF LOCATION |
| > Settings | No conferences have been scheduled |
| School Directory | Calendar Event Conference Schedule conference for Summer Conference Day |
| Parent Portal Lunch Application | |
| Portal Pages | Schedule conference for First Teacher Conferences |
| Registration | Schedule conference for Fall Teacher Conferences |
| Built in Reports | Stall Conference |
| Report Writer | |
| Setup | |
| Special Ed | |
| Staff | Parent Portal: Student Data->Conferences |
| Student Data | Each Capital Subarcontenteres Each Capital Subarcontenteres Each Capital Stream Stream tab that parents can click on to schedule a conference time for that specific event The Staff Conferences are all located in the one 'Request a Conference' tab |
| Student Record Screens | |
| Summer Rollover | |
| Summer School Guide | |
| Transcripts _ | Reserving Staff Conferences |
| | |
| ipace tools - « | Available Conferences |

In the Parent Module, 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 read "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. Additionally, conference reminders will be sent out 48 hours before the conference to the email address of the parent account.

Once you reserve a parent-teacher conference, the teacher will share a Zoom link before the conference date. Please adhere to your conference time slots, so we can minimize the time parents must wait to join a Zoom meeting.

Sincerely,

Antoinette Emden Principal