



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

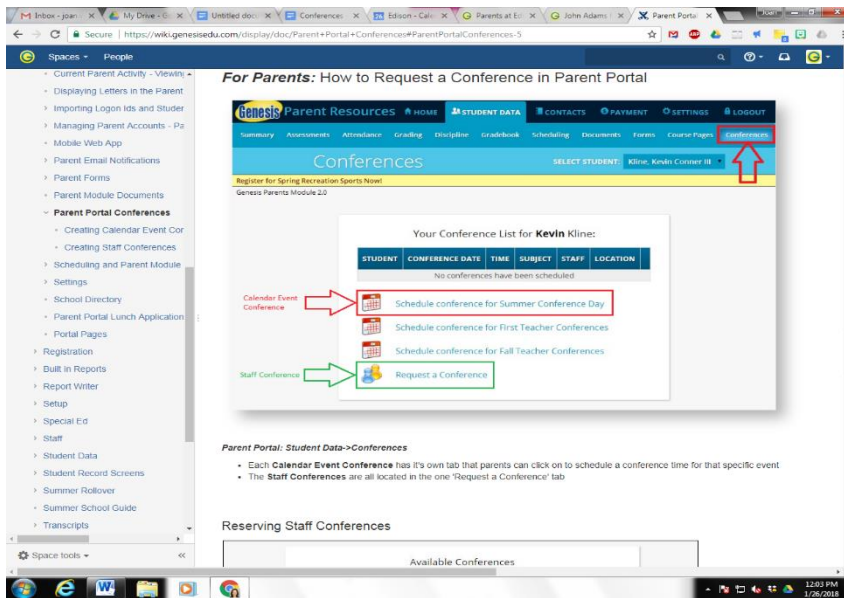
Tel: (732) 650-5290
Fax: (732) 650-5295

<https://tjms.edison.k12.nj.us/>
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 parent-teacher 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:



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