

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

Register for Spring Recreation Sports Now!
Genesis Parents Module 2.0

Calendar Event Conference

Staff Conference

Sincerely,

Sandra Schlatter
Mrs. Sandra Schlatter
Principal