

MANALAPAN-ENGLISHTOWN REGIONAL SCHOOLS PARENT-TEACHER CONFERENCES

Dear Parent/Guardian:

Parent-Teacher Conferences are an important method for supporting student progress and maintaining direct communication. These conferences afford us the opportunity to work together and share information in order to better understand and help your child. Five minute conference appointments will be scheduled electronically using the Genesis Parent Portal beginning the afternoon of **October 25**. The portal will close on **Wednesday, November 6 at noon**. Please schedule your conference prior to this date. You are cordially invited to attend a conference with your child's classroom teacher on one of the following dates:

Monday, November 11, 2024	(1:00pm-7:20pm- In Person ONLY)
Tuesday, November 12, 2024	(1:20pm-3:20pm- Virtual ONLY)

- Please note that on Monday, November 11th school is closed for students.
- Please note that Tuesday, November 12th is a 4 hour day for students. There will be no lunch served.

Scheduling Conferences with Core Subject Area Teachers:

Conference Appointments will be scheduled electronically using the Genesis Parent Portal **beginning on October 25 and lasting until noon of November 6** in accordance with the following procedure:

- Please review your child's current progress in the "Gradebook" tab. Click on each subject area in the dropdown to see a list of all assignments associated with that class. By **the morning of October 23**, one of the assignments in every subject will be titled "November Conference Notice" and will have a comment associated with it that states whether a conference for that subject is requested or not necessary at this time.
- If the teacher indicates a request or if after reviewing your child's current Gradebook profile you would like to schedule a meeting time with any of your child's teachers, please follow these directions to schedule a 5 minute meeting with each teacher desired.
 - If your child is scheduled with a resource room teacher or in-class support teacher, you will schedule your appointment with the special education teacher. The resource and in-class support teacher will arrange for the meeting to include the subject area teacher, if possible.

Scheduling Conferences with Specialty Teachers and Related Service Providers:

If you would like to conference with one of your child's teachers or related service providers not listed in Genesis, please be sure to email them at their District provided email address, which can be found on the school's website.

Attending In-Person Parent-Teacher Conferences on Monday, November 11, 2024

- All visitors must be scheduled through Genesis and arrive at their scheduled times. Please be sure to write down your personally scheduled times and locations before coming to Pine Brook School.

Attending Virtual Parent-Teacher Conferences on Tuesday, November 12, 2024

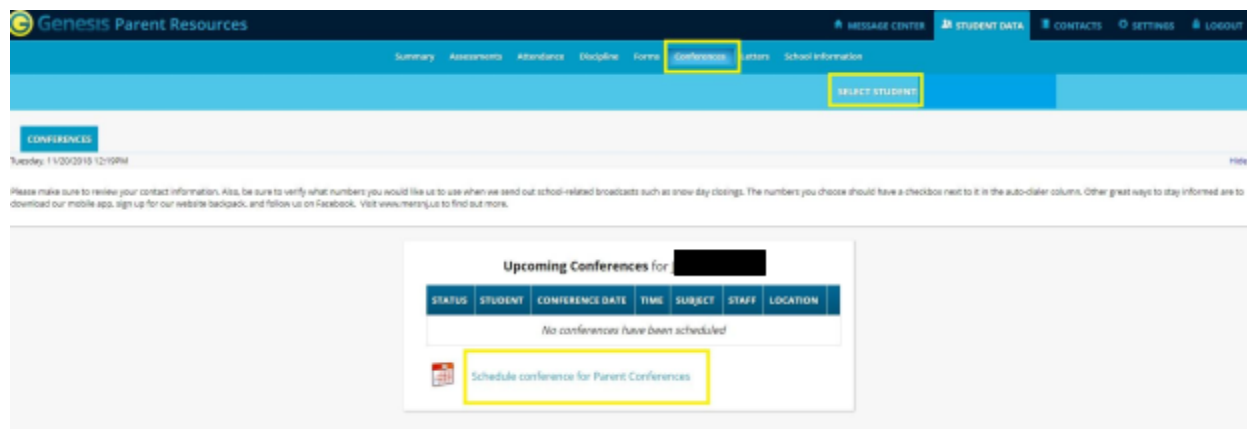
Your child's teachers and other related service providers will email you a link to a Google Meet closer to the conference date. Please wait until your scheduled conference time to enter the Google Meet. This link will bring you to the teacher's virtual waiting room. You may see other adults in the waiting room who are also waiting for the teacher. At your scheduled conference time, the teacher will admit you to the Google Breakout Room for a private conference. **We will only be admitting email addresses that are listed in Genesis to the Breakout Rooms, so please be sure that your contacts are fully updated in Genesis.**

Directions on how to sign up for conferences in Genesis are on the next page.

DIRECTIONS TO SCHEDULE CONFERENCES via the GENESIS PARENT PORTAL:

Log onto the MERS Parent Portal: <https://parents.mersnj.us>

- Click on the CONFERENCES tab
 - If you have more than one (1) child, please select each child from the drop down menu for whom you are scheduling the conference for.
- Click SCHEDULE CONFERENCES FOR PARENT CONFERENCES



- Available Teacher Conferences are listed on the calendar.
 - Click RESERVE to select the Conference TIME that is best for you. Be aware that Monday is IN PERSON. Tuesday Conferences are VIRTUAL.
 - You can click CANCEL on the Conference if you need to reschedule. You must cancel your first conference before you can schedule another with the same teacher.

HARRINGTON, REBECCA HOMEROOM - G1, FY READING - G1, FY WRITING - G1, FY LANGUAGE - G1, FY SPEAKING AND LISTENING - G1, FY MATH - G1, FY SCIENCE - G1, FY SOCIAL STUDIES - G1, FY HEALTH - G1, FY		NORTMAN, SIMON ART - G1, FY		CHAN, CRISTINA MUSIC - G1, FY		BYRNES, LOUISE PE - G1, FY	
Monday 12/10	Tuesday 12/11	Monday 12/10	Tuesday 12/11	Monday 12/10	Tuesday 12/11	Monday 12/10	Tuesday 12/11
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