



Manalapan-Englishtown Middle School

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October 21, 2024

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. You are cordially invited to attend a conference with your child's teachers on the following days:

Monday, November 11, 2024 (1:00 p.m. to 7:20 p.m.- **IN PERSON SLOTS ONLY**)

Tuesday, November 12, 2024 (12:45 p.m. to 2:45 p.m.- **VIRTUAL SLOTS ONLY**)

- **Please note that on Monday, November 11th school is closed for students.**
- **Please note that on Tuesday, November 12th students have a four-hour school day. Lunch will not be served.**

This year, conference appointments will be scheduled electronically using the Genesis Parent Portal **beginning October 25th** **AFTER 3:00 p.m.** when the portal re-opens for this purpose.

- All teacher conferences will be scheduled through Genesis.
- Resource teachers are to be scheduled separately from the general education teacher.
- Please select a conference date and time from the list of available times for the teacher you wish to conference with.
- Please note that the Child Study Team and School Counselors will be available for conferences on both November 11th and November 12th.. Please email them at their district e-mail address to schedule a conference.

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

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 MEMS.

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

Your child's teacher and other related service providers will email you a link to a Google Meet. This link will bring you to the teacher's virtual waiting room. At your scheduled conference time, the teacher will admit you to the meeting room. Please wait until your scheduled conference time to enter the Google Meet. Please do NOT use your child's Google account to access the conference. **If you would like to use an email address that is different from the one listed in Genesis, please email your child's teacher.**

REMINDER: ONLY PARENTS/GUARDIANS WILL BE ADMITTED TO CONFERENCES.

Directions on how to sign up for conferences through Genesis are as follows:

Reserving Staff Conferences

- First click on the “CONFERENCE” 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.
- You will see a “Schedule Conference for Parent Teacher Conferences” link on the Conference tab
- When you click on the “Schedule Conference for Parent Teacher Conferences” link, you will be presented with a list of your child's teachers and the available conference times.
- Make sure the calendar is on the week of November 10th to view conference choices for November 11th and 12th. You may need to click through the weeks to get to these different dates.
- Once a time is selected, you will be brought to the reservation screen for the day that the conference time was scheduled for.
- Each Color Represents a different Conference Status
 - Green = Available conference
 - Red = Conference is reserved for another student
 - White = Conference you have reserved (and can cancel at any time)
 - Yellow = Conference that conflicts with an already reserved conference time; it is not suggested you select this time.

Sincerely,

Michael Fiorillo

Dr. Michael Fiorillo