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October 29, 2021

Dear Parent/Guardians:

Piscataway Township Schools will conduct parent/teacher conferences on November 17<sup>th</sup> and 18<sup>th</sup> from 6:00pm to 8:00pm and on November 19<sup>th</sup> from 12:00pm-2:00pm. All conferences are scheduled via the *Genesis Parent Module* web site, <https://parents.pway.org> beginning Friday, October 29<sup>th</sup>, 2021, at 6:00 PM. **For your convenience, you will have the option to sign-up for either an in-person or a virtual time slot.**

All conferences (10 minute time slot) will be individual and private. Double booking of an individual teacher by a parent/guardian cannot be accommodated. If you feel you need a longer conference, please contact that teacher directly to set up a mutually agreeable date and time. If a parent/guardian wishes to speak with a specific content area teacher and is unable to schedule a conference, an appointment should be made before or after the district scheduled conferences. **Virtual conferences will be accessed by using the teacher's normal Zoom link.**

Complete instructions for signing up for conferences are attached to this letter and are also available on the district web site. If you do not have access to a computer, experience difficulties, or otherwise need assistance, you may contact Ms. Miriam Reale at 732-981-0700 x2818. Schools will be on an early dismissal schedule on all conference days. Lunch will be served each day.

Parent/Teacher conferences are an excellent way to collaborate with your child's teacher to identify strengths and needs, coordinate efforts to support learning and strengthen the home/school connection with your child's teachers.

Please sign up for a conference to learn more about your child's learning and education.

Sincerely,

Chris Baldassano

*Chris Baldassano*

Principal

## Scheduling a Parent/Teacher Conference Sign-up October 29<sup>th</sup> – November 12<sup>th</sup>, 2021

1. Go to the Genesis Parent Portal login screen: <https://parents.pway.org>
2. Log in to your parent access account. If you have forgotten your password, click on the Forgot Password link next to the login button. *If you do not have a computer or a parent access account please contact your child's school.*
3. Once logged in, click on the Conferences tab (below the Student Data tab) which will direct you to the Conferences Screen.
4. Once on the Conference Screen you will see a link to Request a Conference
5. Click on the calendar to change the date to the Week of 11/15.
6. The times available are below the teacher you are scheduling a conference. A list of available times will appear.
7. Times listed in green are available. **Select at that point whether you want an in-person or virtual conference.** Figure out a time that works within your schedule and click on "reserve". A pop-up window stating that you are reserving this particular time will appear. Click on "OK".
8. The time you have reserved will now appear in green. If you need to cancel that particular day/time, click on the cancel button. However, please avoid last minute cancellations if at all possible.
9. Due to time constraints you may schedule conference meeting times for a maximum of two academic conferences.
10. You may return to the conference page to schedule up to 3 special area conferences.
11. Repeat this process for your other children as needed by changing students in the Select Student drop down menu on the right hand side of the screen.
12. Virtual conferences will take place using the Zoom link for your child's teacher at the scheduled time.

These directions can also be found on our district website:

<https://piscatawayschools.org/cms/One.aspx?portalId=804134&pageId=66705404>