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October 2020

Dear Parent/Guardians:

Piscataway Township Schools will conduct virtual parent/teacher conferences on November 18th and 19th from 6:00 pm to 8:00 pm and on November 20th from 12:30 pm to 2:30 pm. For your convenience, all conferences are scheduled via the *Genesis Parent Module* website, <https://parents.pway.org> beginning Friday, October 30th at 6:00 pm.

In order to accommodate all requests, please select **no more than two team academic teachers** for conferences. All conferences (10 minute time slots) 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 on their student's academic team and is unable to schedule a conference, an appointment should be made before or after the district scheduled conferences. Please schedule conferences for special area teachers using the online system. There is no sign up limit on conferences with special area teachers. All conferences will be accessed by using the teacher's normal Zoom link.

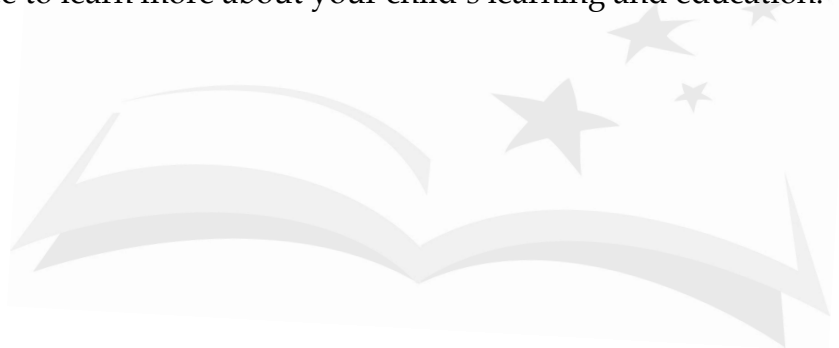
Complete instructions for signing up for conferences are attached to this letter and are also available on the district website. If you do not have access to a computer, experience difficulties, or otherwise need assistance, you may contact our school's main office. School will be on a half-day/early 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,

Donna DeAngelis White
Principal



Scheduling a Parent/Teacher Conference

Sign-up: October 30, 2020 – November 13, 2020

Grades 6-8

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. Click on the appropriate date, be mindful that there are two links for each date; one for Academic and one for Special Area.
5. Click on Schedule Conference (whichever day you prefer). Teachers will be scheduling conferences on November 18th, November 19th, and November 20th.
6. The times available are below the teacher with which you are scheduling a conference. A list of available times will appear.
7. Times listed in green are available. 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. Conferences will take place virtually using the Zoom link for your child's teacher at the scheduled time. To gain admittance into the **Virtual Parent/Teacher Conferences** Zoom meeting, you must use your student's GENESIS Name. We also recommend using your child's iPad. As a precaution, unidentified individuals will not be admitted. Please be patient while in the waiting room while the teachers are verifying identities.

These directions can also be found on our district website:

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