

Edison High School

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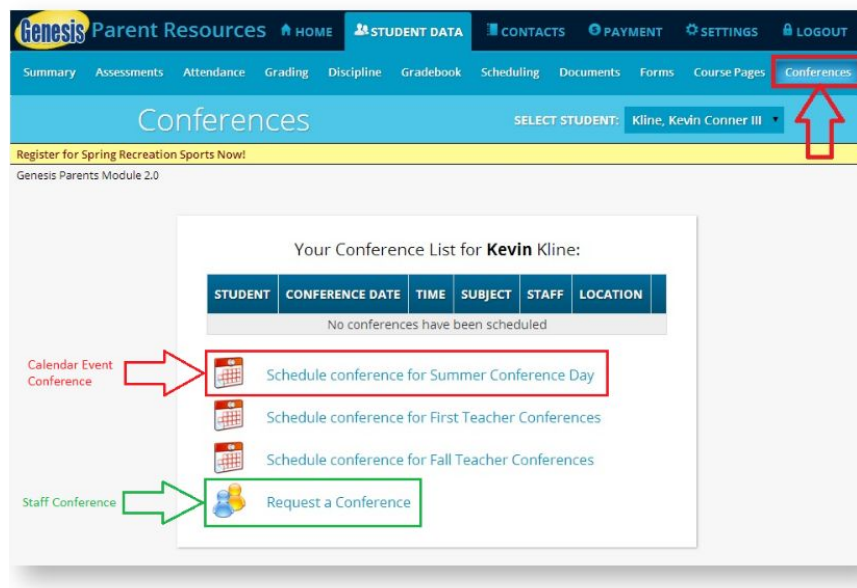
Charles K. Ross, Sr., Principal
Joseph Ferrara, Assistant Principal
Nicole Himmelstein, Assistant Principal
Aurora Loufek, Assistant Principal

November 17, 2020

Dear Parents:

On **Tuesday, December 1, 2020** teachers will be available for VIRTUAL parent-teacher conferences between 6:30 PM and 8:30 PM. Your child's teachers look forward to talking with you about your child's progress; however, there are limited appointments available. If a teacher has no available appointments, please reach out to them via email. **EHS will utilize the electronic sign-up process for Parent Teacher Conferences through Genesis Parent**

Portal starting Thursday, November 19th at 3 PM. In order to schedule your conference, please complete the steps below:



In the Parent Module, 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.

You will be able to access the Zoom link for your child's conference through the teacher's individual gradebook in Genesis. You will be placed in a waiting room until the teacher provides you access into the conference. Only those parents with scheduled conferences will be permitted into the conference from the waiting room.

Sincerely,

Mr. Ross
Principal