



THE EWING PUBLIC SCHOOLS  
Fisher Middle School

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October 5, 2023

Dear Parents/Guardians:

I hope the beginning of the school year has been successful for your children. It is hard to believe that we are at the mid-point of the first marking period and planning on parent teacher conferences.

As part of the learning process and our desire to maintain a strong connection between the school and parents/guardians, we are hosting four **in-person** conference sessions to provide you an opportunity to meet with your child's teacher. We are asking for you to go into your Genesis Parent Portal, under the Conferences tab, and choose your desired conference time/date. Please choose only one date and time per teacher, as there are a limited number of slots. Conference slots will be in ten minute increments, and we are asking all parents to adhere to the time slot selected in order to accommodate everyone.

The dates/times are:

October 12, 2023	1:15 pm – 3:00 pm
October 18, 2023	1:15 pm – 3:00 pm
November 20, 2023	5:30 pm – 7:15 pm
November 21, 2023	1:15 pm – 3:00 pm

If any parent would like to hold his/her child's conference virtually, please email your child's teacher directly (after you select your date/time), and we will accommodate parents and hold the conference via google meet. All locations/rooms or meeting links will be under the conference tab before the scheduled conference date/time.

If the conference dates or times do not work for your schedule, please contact the teacher(s) directly that you would like to meet with to set up an alternative time and date.

Directions on how to select conference time/dates in Genesis are attached to this letter.

If you have any questions, please contact the school at 609-538-9800, extension 3100. Thank you for your continued support.

Sincerely,



Dr. Maggy Hanna  
Principal

The Ewing Public Schools

*Providing a Foundation for Life*

## Scheduling Parent Teacher Conferences in Genesis Parent Access Portal

In the Parents Access Portal, users will access the Conferences tab under the Student Data Tab. On the Conferences screen, a link will appear that will say "[Schedule conference for Parent Teacher Conference](#)". Click on this link to schedule an appointment with a teacher on the chosen conference date. You will be presented with all conferences that your student has access to on that date. All teachers available in your student's schedule will be displayed.

Click on an available time slot to schedule the Parent Teacher Conference desired. Once a time has been reserved for a teacher, you will no longer be able to reserve a time for that same teacher.

### Parent/Teacher Conference 10/12

Dinan, Jennifer Music Technology, S1	Meservie, Andrea Folk Tales-Myths-Legends 8, S1	John-Baptiste, Niesha N Language Arts SC 8, FY
Thursday, 10/12	Thursday, 10/12	Thursday, 10/12
Start: 1:15PM End: 1:25PM Reserve	Start: 1:15PM End: 1:25PM Reserve	Start: 1:15PM End: 1:25PM Reserve
Start: 1:30PM End: 1:40PM Reserve	Start: 1:30PM End: 1:40PM Reserve	Start: 1:30PM End: 1:40PM Reserve
Start: 1:45PM End: 1:55PM Reserve	Start: 1:45PM End: 1:55PM Reserve	Start: 1:45PM End: 1:55PM Reserve

When the conference has been successfully scheduled, the time slot will change color to darker green and the text will change to Scheduled. For the other teachers the student has, the time slot that you selected will be shaded yellow, so that you know that you have a meeting at that time. To schedule a conference with another teacher, you will need to select another time slot.

### Parent/Teacher Conference 10/12

Dinan, Jennifer Music Technology, S1	Meservie, Andrea Folk Tales-Myths-Legends 8, S1	John-Baptiste, Niesha N Language Arts SC 8, FY
Thursday, 10/12	Thursday, 10/12	Thursday, 10/12
Start: 1:15PM End: 1:25PM  <b>Scheduled</b> <input type="button" value="Cancel"/>	Start: 1:15PM  End: 1:25PM  <input type="button" value="Reserve"/>	Start: 1:15PM  End: 1:25PM  <input type="button" value="Reserve"/>
Start: 1:30PM  End: 1:40PM  <input type="button" value="Not Available"/>	Start: 1:30PM  End: 1:40PM  <input type="button" value="Reserve"/>	Start: 1:30PM  End: 1:40PM  <input type="button" value="Reserve"/>

If the appointment needs to be canceled for any reason, please click the cancel button and reschedule for a more appropriate time.