

USING GENESIS PORTAL CONFERENCE to SCHEDULE PARENT/TEACHER CONFERENCES

Parents/Guardians,

For the Parent Teacher Conferences scheduled in March we will be utilizing the CONFERENCE tab on the Genesis Parent Portal to schedule conferences. Please follow the directions below to sign up for your desired conference time.

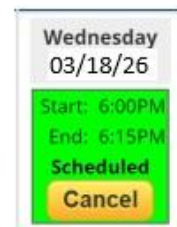
DIRECTIONS TO SCHEDULE CONFERENCES via the GENESIS PARENT PORTAL:

- Log onto the Genesis Parent Portal
- If you have more than one (1) child, please select the child for whom you are scheduling the conference from the drop down menu
- Click the CONFERENCES tab
- Click one of the links to schedule your teacher conference on your desired date (see below)



Available teacher conferences are listed on the calendar.

- Click RESERVE to select the conference time that is best for you. ➡
- Once you have reserved your time slot the word "Scheduled" will appear, confirming your reserved appointment time. ➡



Please note: If you must re-schedule, you must first CANCEL your conference, then select another open time.