

USING GENESIS PARENT PORTAL CONFERENCE TAB TO SCHEDULE PARENT/TEACHER CONFERENCES

Parent/Guardians,




For the Parent Teacher Conferences scheduled in February we are utilizing the CONFERENCES tab in the Genesis Parent Portal to schedule conference times. Please follow the directions below to sign up for your desired conference time.

DIRECTIONS TO SCHEDULE CONFERENCES via the GENESIS PARENT PORTAL:

- Log onto Genesis Parent Portal from your child's school site under Parents → Genesis Parent Access → Login
- 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 2 links to schedule your teacher conference on your desired date

NOTE: February 16th are evening conferences

February 17th are afternoon conferences

STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION
<i>No conferences have been scheduled</i>						
	Schedule conference for Wednesday, February 16th Parent Teacher Conferences					
	Schedule conference for Thursday, February 17th Parent Teacher Conferences					
	Request a Conference					

- Available teacher conferences are listed on the calendar
 - Click RESERVE to select the conference time that is best for you

Wednesday
02/16

Start: 6:00PM
End: 6:15PM

[Reserve](#)

- Once you have reserved your time slot the word "Scheduled" will appear, confirming your reserved appointment time (see below)

Wednesday
02/16

Start: 6:00PM
End: 6:15PM

Scheduled

[Cancel](#)

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