



**PISCATAWAY
TOWNSHIP SCHOOLS**

Teresa M. Rafferty
Superintendent of Schools

Dr. Frank Ranelli
Assistant Superintendent

1515 Stelton Road
Piscataway, NJ 08854
732 572-2289, ext. 2522/2513
Fax 732 777-1361
www.piscatawayschools.org

September 2017

Dear Parent/Guardians:

Piscataway Township Schools will conduct parent/teacher conferences on October 27th from 1:30 pm to 3:30 pm and on October 26th and 30th from 6 pm to 8 pm. For your convenience, all conferences are scheduled via the *Genesis Parent Module* web site, <https://parents.pway.org> beginning Thursday, September 28, 2017, at 12:00 PM (noon). Conferences are scheduled with classroom teachers. In addition, you may also sign up to meet with special area teachers. In grade three, schools will schedule an opportunity for parents/guardians to meet with their student's team of teachers. Please sign up under your student's homeroom teacher and your conference time will be shared by the teacher team. In addition, you may also sign up to meet with special area teachers.

Complete instructions for signing up for conferences is attached to this letter and are also available on the district web site. If you do not have access to a computer, you may visit the township libraries or visit the school office. If you experience difficulties, or otherwise need assistance, you may contact our school office. Schools will be on a half-day/early dismissal schedule on all conference days. Lunch will be served each day. The district After Care program will be in session on conference days.

Parent/Teacher conferences is 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,

Dr. Laura Heimlich
Principal
Dwight D. Eisenhower Elementary School
(732)752-1801 x. 5645
lheimlich@pway.org

Scheduling a Parent/Teacher Conference

Sign-up September 28 – October 25, 2017

Grades K-3

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 Request a Conference hyperlink.
5. Change the "Week of" pull down to the week(s) conferences are being held. Teachers will be scheduling conferences on October 26, October 27 and October 30.
6. Once you change the pull down to the appropriate dates a list of available times will appear
7. Click on a date and time next to the teacher you would like to schedule a conference for. A list of available times will appear. You should start by scheduling a conference with your child's classroom teacher.
8. The conference time availability for all teachers on the date you selected appears. Change the date in the upper left corner of the screen if you want to check availability on one of the conference dates.
9. Times listed in green are available. Times listed in red are unavailable/already booked. 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.
10. Another pop-up window will appear stating that you have been added to the conference. Click on OK.
11. The time you have reserved will now appear in white. If you need to cancel that particular day/time, click on the cancel button. However, please avoid last minute cancellations if at all possible.
12. From this screen you can schedule conferences with additional teachers as needed. Simply repeat steps 8-11
13. Click on the conferences tab that you clicked on at the beginning of this process. The conference that you have scheduled is now listed on this screen. If you click on update, it will take you back to the conference screen with all the teachers and times listed for the date you chose.
14. 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.

These directions can also be found on our district website:

http://piscatawayschools.org/parent_center/genesis_parent_module/