

Please schedule your conference in Genesis with your child's math teacher only. Your child's language arts teacher will also be present at the meeting.

USING GENESIS PORTAL CONFERENCE to SCHEDULE PARENT/TEACHER CONFERENCES

Parents/Guardians,

For the Parent Teacher Conferences scheduled in December we will be utilizing the CONFERENCES tab in 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 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 conference links to schedule your teacher conference on your desired date

NOTE: December 9th are evening conferences
December 10th are afternoon conferences
December 11th are afternoon conferences



Schedule conference for Parent Teacher Conferences - December 9, 2025

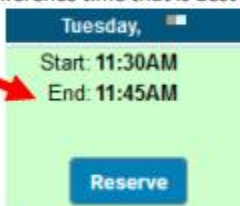


Schedule conference for Parent Teacher Conferences - December 10, 2025



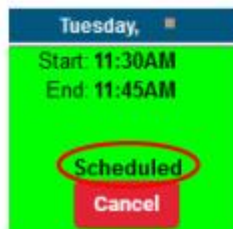
Schedule conference for Parent Teacher Conferences - December 11, 2025

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



A screenshot of a conference reservation form. At the top, it says "Tuesday, " followed by a small calendar icon. Below that, it says "Start: 11:30AM" and "End: 11:45AM". At the bottom, there is a blue button labeled "Reserve". A red arrow points to the "Reserve" button.

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



A screenshot of a confirmed conference reservation. At the top, it says "Tuesday, " followed by a small calendar icon. Below that, it says "Start: 11:30AM" and "End: 11:45AM". In the center, the word "Scheduled" is written in white text on a green background. At the bottom, there is a red button labeled "Cancel". A red circle is drawn around the word "Scheduled".

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