

October 10, 2018

Dear Parents/Guardians,

You are receiving this letter as a parent of a student in Grade 5 and/or Grade 6. Our upcoming conferences in November will be scheduled through Genesis. Please read the instructions below very carefully and do not hesitate to reach out to us with any questions or concerns.



**Reminder:** You are scheduling the conference with your child's **HOMEROOM TEACHER**. Please be sure to follow this very important step that is included in the directions below.

**Directions for Scheduling Parent/Teacher Conferences:**

1. Go to the Genesis website: [parents.genesisedu.com/roseland](http://parents.genesisedu.com/roseland).
2. Login using your ID and password.
  - a. If you are unsure of your login credentials, please contact Cathy Overbeck at [coverbeck@roselandnjboe.org](mailto:coverbeck@roselandnjboe.org)
3. Click on the conference tab.
4. You will see three dates. Click on the **ONE** day that you would like to come in for your conference.
5. On the next screen, you will see a list of your child's teachers.
  - a. **IMPORTANT:** Select only **ONE** appointment time with your child's **HOMEROOM** teacher. You will see all of the teachers, but **ONLY** select a time with your child's **HOMEROOM** teacher.
  - b. By selecting the one conference time under the homeroom teacher you are holding a time slot.
  - c. Available time slots are colored green.
  - d. Genesis will automatically notify the teacher that you are coming.
6. Please make a note of your conference time!
7. If you are unable to find a time that fits your schedule reach out to your child's homeroom teacher to schedule another time to meet outside of the three conference dates.
8. You must be on time for your appointment, or your conference will need to be rescheduled.

**Please Note:** Monday, November 5th day conferences (8:40 AM - 12:50 PM) will be held in the Multipurpose Room. All other conferences (Monday, November 5th evening; Tuesday, November 6th; and Wednesday, November 7th) will be held in the teachers' classrooms.

- Fifth Grade Parents will be meeting with Mrs. Leone, Mrs. Santos and Mr. Giumara.
- Sixth Grade Parents will be meeting with Mrs. Maikish, Mrs. Lavorgna and Mrs. Thomas.

In the case you are not able to meet with Mr. Giumara or Mrs. Thomas and would like an update, please email them at [jgiumara@roselandnjboe.org](mailto:jgiumara@roselandnjboe.org) or [cthomas@roselandnjboe.org](mailto:cthomas@roselandnjboe.org).

Thank you for your continued support. We look forward to seeing you in November!

Cordially,  
The Fifth and Sixth Grade Teachers