

Chesterfield Township School District

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www.ChesterfieldSchool.com

Office of the Principal

November 2, 2020

Re: Parent-Teacher Conferences

Dear Parents and Guardians,

As you are aware, 'Parent-Teacher Conferences' begin on Thursday, November 19, 2020 and continue November 20th, 23rd, and 24th. All these days are early dismissal days for our students and conferences will begin at 1:45pm.

Our Genesis program will allow you to schedule your conference date/time. Scheduling for 'Parent Teacher Conferences' will open in Genesis Parent Access on Wednesday, November 4, 2020 @ 3:00PM. Attached is a guide for walking you through the process. Please remember to only schedule a conference with your child's homeroom teacher. Special area teachers will contact parents to schedule appointments if needed. Should a parent wish to meet with a special area teacher he/she may email the special area teacher to set up a time to discuss student concerns. Inclusion teachers will join homeroom teachers in the conference if applicable. If a parent wishes to meet with resource teachers, he/she should schedule that separately via email.

Parents and teachers will meet virtually via Google meet at their assigned time. Your child's teacher will send you a link for your conference before the meeting time.

If you have any questions regarding this issue, please do not hesitate to contact me or your child's teacher.

Regards,

Coletta Graham
Principal

Chesterfield Elementary School strives to build a premier institution of learning where students are challenged to their fullest potential in a safe and caring environment.

Go to the Genesis Parent Portal login screen:

<https://parents.genesisedu.com/chesterfield/parents?gohome=true>

1. 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 the main office.
2. Once logged in, click on the Conferences tab (below the Student Data tab) which will direct you to the Conferences Screen
3. Click on the Request a Conference hyperlink.
4. Change the “Week of” pull down to the week(s) conferences are being held. Teachers will be scheduling conferences on November 19, November 20, November 23 and November 24.
5. Once you change the pull down to the appropriate dates a list of available times will appear.
6. 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.
7. Grades K-6 students: You should schedule a conference with your child’s classroom teacher only. A sign up Genius will be sent separately for Mrs. Hillman’s Preschool classes.
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. Click on the conferences tab that you clicked on at the beginning of this process. The conference that you have scheduled is not 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.
13. 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.

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