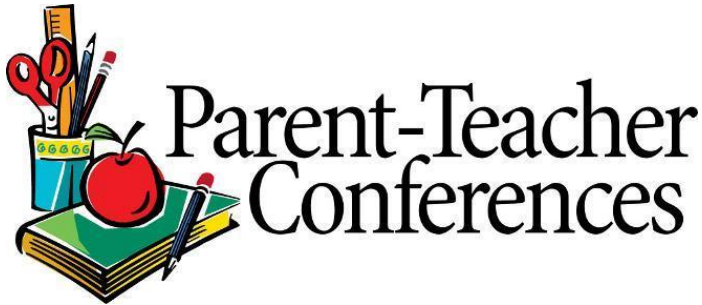


PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS



On February 28, March 1, and March 2, 2018, Parsippany Elementary School students will be dismissed at 1:30 pm to provide time for teacher conferences during the afternoon and evening.

Scheduling conferences will again take place online using the [Genesis Parent Portal](#). Starting Wednesday, February 14, at 7:00pm, when you log into the Parent Portal in Genesis, you will see an additional tab for “conferences” available to you. Under that tab, you will be able to request a conference selecting one of the conference days.

This will open a listing of your child’s teachers along with their available conference session times. These time slots are for you to discuss your child’s performance in a face-to-face setting. We encourage all families to participate in the parent-teacher conferences.

If you would like to schedule a conference with a different teacher or specialist who may not be scheduled in Genesis, please contact that staff member directly by email or phone.

The parent conferencing tab in Genesis will be available to you starting **February 14th at 7:00 PM through February 20th at 10:00 PM**. After that time, the tab will close and you will no longer be able to schedule a conference or make changes online. If you need to make changes after that time, please contact your child’s teacher directly.

Visit the Genesis Parents Portal <https://parents.pthsd.k12.nj.us/>. Directions for using the conference scheduling tab can be found here: <https://goo.gl/GaadA4>

If you are unable to use the online system, please call us at (973-263-7041) and we will gladly assist you with access to Genesis.

