



Where education is **fully** alive

Dear K-8 Parents:

Parent/Teacher conferences for students in grades K-8 will be held on Monday, November 25 (1:30-4:00; 5:30-7:30 in ten minute intervals) and Tuesday, November 26 (1:30-5:30 in ten minute intervals).

Conference Sign Ups will be available in Genesis on November 13.

Please remember that Monday and Tuesday are early dismissal days for all grades including PreK. PreK will be dismissed at 12:15 pm; grades K to 8 at 12:30 pm. There will be afternoon CARES on both days.

To sign up for a conference, please use the following steps

- Log into the Genesis Parent Portal at <https://parents.dioceseoftrenton.org>
- If you've never logged into Genesis or do not know your password, click the FORGOT MY PASSWORD link. You will be asked to enter your email address. Your email address is your user name. Wait for the new password to come to your email account, then copy and paste the password back to the parent login site. After logging in you will be prompted to change your password.
- Once you have logged in to Parent Access, click on the Menu Bar to the left of the screen
- Click on the "Conferences" link and pick a day and time you'd like to schedule the conference.
- Middle school parents, please sign up with your child's homeroom teacher. If you'd like to schedule a conference with another middle school teacher, please email the teacher directly to request a conference.

If you prefer to have a telephone conference, contact the teacher directly by email. Telephone conferences will be held the week after Thanksgiving.

Please take the time to schedule your conference as soon as possible, as times will fill up quickly. If you have any problems signing up for conferences please contact Mrs. Josephine Kulbick at:

jkulbick@scbpschool.com

Respectfully,

Mr. Johnson