



Eisenhower Elementary School
Colleen B. Pongratz, Principal
Heather MacDonald, Assistant Principal

360 Stelton Road
Piscataway, NJ 08854
732 752-1801
Fax 732 752-7670
www.piscatawayschools.org

PARENT/TEACHER CONFERENCE LETTER TEMPLATE FOR K-3 SCHOOLS

October 27, 2016

Dear Parents/Guardians:

Piscataway Township Schools will conduct parent/teacher conferences on November 18th from 1:30 – 3:30 pm and on November 21st and 22nd from 6 - 8 pm. For your convenience, all conferences are scheduled via the **Genesis Parent Module** web site, <https://parents.pway.org> beginning Monday, October 31, 2016, at 8:00 am through November 16, 2016, 9pm. Conferences are scheduled with classroom teachers. In addition, you may also sign up to meet with special area teachers. In grade three, schools will schedule an opportunity for parents/guardians to meet with their student's team of teachers. Please sign up under your student's homeroom teacher and your conference time will be shared by the teacher team. In addition, you may also sign up to meet with special area teachers.

Complete instructions for signing up for conferences is attached to this letter and are also available on the district web site, www.piscatawayschools.org /Parent Center/Genesis Parent Module. If you do not have access to a computer, you may visit the township libraries or visit the school office. If you experience difficulties, or otherwise need assistance, you may contact our school office.

Schools will be on a half-day/early dismissal schedule on all conference days. Students will be dismissed at 1:20 pm on November 18, 21, and 22. Lunch will be served each day. The district After Care program will be in session on conference days.

Parent/Teacher conferences and report cards are excellent ways to collaborate with your child's teacher to identify strengths and needs, coordinate efforts to support learning and strengthen the home/school connection with your child's teachers. All student report cards will be accessed by parents through **Genesis Parent Module**. Please sign up for a conference to learn more about your child's learning and education.

Sincerely,

Colleen B. Pongratz
Principal
D.D. Eisenhower Elementary School