



MANASQUAN HIGH SCHOOL

Principal's Office
Rick Coppola, Principal
167 Broad Street
Manasquan, NJ 08736
(732) 528-8820 ext. 1000

November 12, 2018

Re: Scheduling Parent/Teacher Conferences

Dear Parents/Guardians,

Manasquan High School will hold parent-teacher conferences on Monday, November 19th and Tuesday, November 20th from 12:40 p.m. until 3:00 p.m.

Beginning today, November 12th, you will be able to schedule these appointments online through the Genesis Parent Portal. Click on the "Conferences Tab" at the top of your *Genesis* homepage. Please see the step-by-step directions attached to this memo.

If there is a counselor or administrator that you would like to schedule a conference with, please e-mail or call the staff member directly and he or she will set up the conference with you.

When scheduling your conferences, please keep in mind the following:

1. You may only schedule one conference time per teacher, per child.
2. You must have a *Genesis* parent account to schedule conferences. Parent-teacher conferences cannot be scheduled through a student account.

Please continue to access *Genesis* in order to view student grades and attendance and complete required forms.

Sincerely,

Rick Coppola

Principal