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## READINGTON MIDDLE SCHOOL

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Dear Parents/Guardians,

Virtual conferences will be offered on the afternoons of Monday, November 2, Tuesday, November 3, Wednesday, November 4, and the evening of Monday, November 2. Conference times are set to accommodate as many parents as possible. Scheduling will be open through Genesis **Tomorrow, October 15 at 3 PM through October 28 at 8 AM**. There are limited time slots available, so if your child is doing well, or if you have already conferenced with the teachers, please be considerate of parents who may need a conference. The teachers will share a meeting link with you for the virtual meeting as the conference dates get closer.

Thank you for continuing to be an active partner in your child's education!

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Directions for Scheduling Conferences on Genesis:

In the parent portal:

- Click on the "Conference" tab
- Click "Request a Conference"
- Change the "Week of" to the week in November that corresponds with conferences (using drop down arrow)
- Click on the date you prefer and the teacher times will appear
- Select the time you would like to have your conference.
- The color will change to show that you have been added to the conference.

\*IMPORTANT NOTE – Rooms are listed in Genesis for conferences, but all conferences will be virtual!