

## MENLO PARK ELEMENTARY SCHOOL

Menlo Mighty Mutts

155 Monroe Ave, Edison N.J. 08820

Michael J. Duggan Principal Dena J. Feldman Assistant Principal

October 28, 2024

Dear Kindergarten through Grade 4 Parents & Guardians,

Parent-Teacher Conferences are an excellent time for you to communicate with your child's teacher in order to partner together in the educational process. Starting <u>Wednesday, October 30th, 2024 at 4pm</u> you will be able to schedule your child's conference via the Parent Portal. Please remember conferences are for teachers and parents only. Please make sure your child is not present for the conference.

Our Parent-Teacher conferences will take place on the following dates:

- Thursday, November 14, 2024 from 5:00pm 6:30pm
- Thursday, November 21, 2024 from 5:00pm 6:30pm

Conference times for specialists are available on specific evenings. Please consult the chart below for more information. Any students who work with Mrs. Labanich, Mrs. Myers, Mr. Lobo-Chan, Mrs. Burton will have information pertaining to the conferences sent directly to their parents.

Staff Member	Dates	Conference Sign Up
Sra. Bazan, Mrs. Grimshaw,	All Dates	Parent Portal
Mrs. Nordensvan, Mrs. McIntyre,		
Ms. Smith & Mr. McCarthy		

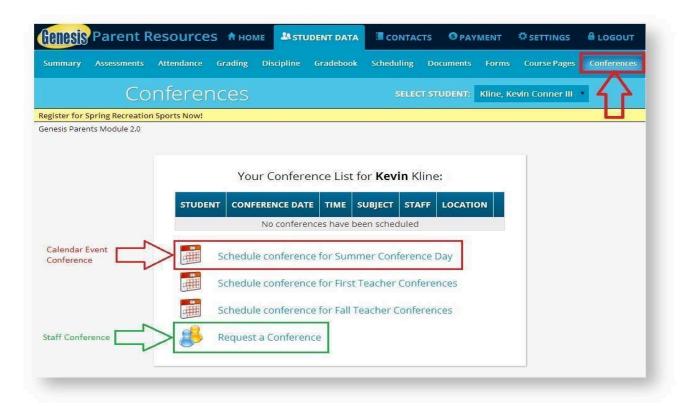
## **Parent Portal Conference Directions**

Menlo Park School will again be utilizing the Parent Portal to schedule our upcoming Parent-Teacher Conferences online.

## The steps to sign up are as follows:

- Sign in to Parent Portal at parents.edison.k12.nj.us
- Under the Student Data tab, click on Conferences.
- On the Conferences screen, click the link for "Schedule conference for Parent/Teacher Conferences"
- A screen will appear showing the available dates & times for all of your student's teachers.
- Select "Reserve" from the available times to schedule your conference with a specific teacher.

**Note:** Once a time has been reserved for a teacher, that slot will no longer be available. Please do not schedule two conferences at the same time. An email notification will be sent when a parent reserves or cancels a time. In addition, conference reminders will be sent out 48 hours prior to the conference to the email address of the parent account that reserved the conference. Please see the screenshot on the reverse of this handout for further assistance.



Thank you for collaborating with us. We look forward to seeing you on conference days.

Sincerely,

Michael J. Duggan Principal Dena Feldman Assistant Principal