



October 28, 2024

Dear Grade 5 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 Wednesday, October 30, 2024 at 4:00pm 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.

Please schedule conferences with your child's homeroom teacher only.

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 and Mrs. Burton will have information pertaining to the conferences sent directly to their parents.

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

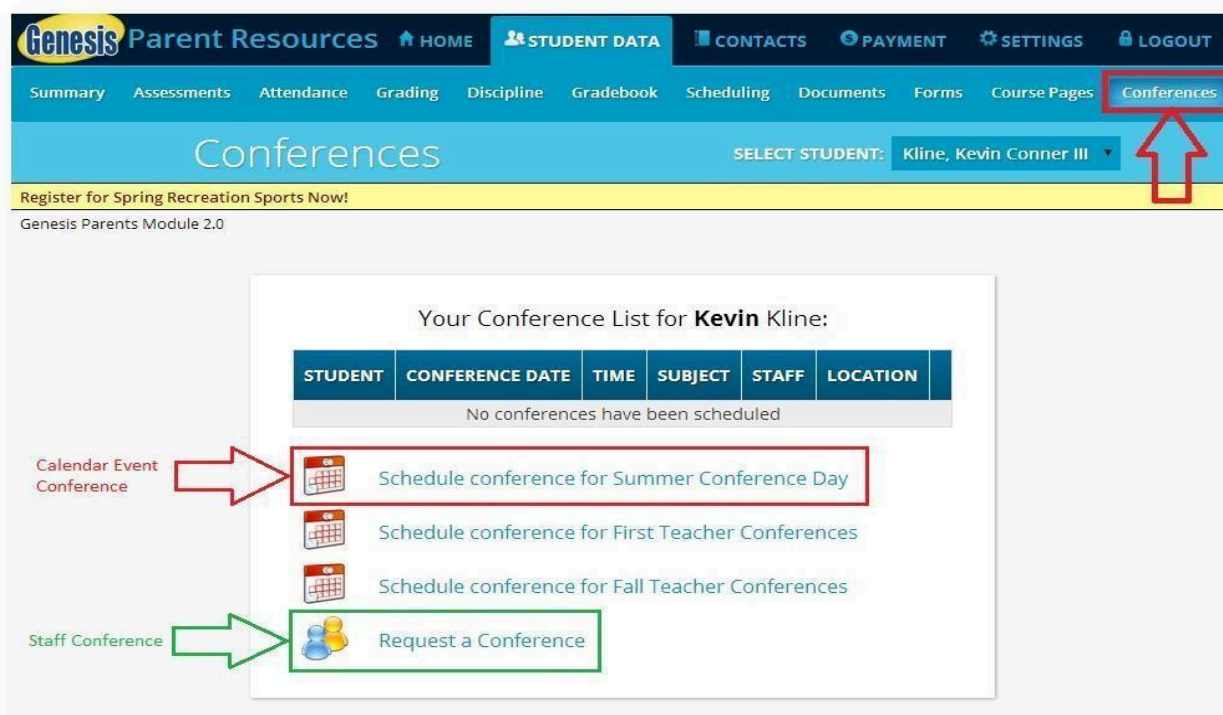
Parent Portal Conference Directions

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 teacher.
- 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