



Riverside Elementary School

58 Riverside Drive, Princeton, New Jersey 08540 t 609.806.4260

February 20, 2018

Dear Riverside Parents and Guardians,

This year Parent/Teacher conferences will take place during the week of March 14th and 21st. These conferences present an important opportunity for you and your child's teacher to discuss your child's progress so far and evaluate goals set in the Fall.

All Riverside teachers will be using the website signupgenius.com to schedule Parent-Teacher Conferences. **Please sign up for your conference by March 2, 2018.**

You will receive an e-mail from Signupgenius on February 26th inviting you to sign up for conferences. Each teacher has placed specific directions on the sign-up form itself. You may select a time and make a comment regarding any special needs such as meeting with another teacher or service provider at that conference time. Please be mindful that all comments can be read by all parents/guardians of the class. I anticipate time slots filling up quickly in this electronic medium. Time slots are available on a first come-first served basis. Please only sign up for one time slot.

Signupgenius will send you a reminder of your conference the day prior via e-mail.

For those with more than one child, please note that you will need to sign up using the link that is specific to each teacher. In this case, you will receive two invitations from signupgenius (or more, depending on the number of children you have at Riverside). If you would like to schedule conferences within a certain time range, it is your responsibility to make that schedule utilizing multiple sign ups.

If you have any difficulty signing up or need any assistance at all, please contact your child's teacher.

Sincerely,

Valerie Ulrich
Principal