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HOLLAND BROOK SCHOOL

Dr. Jonathan Moss, *Principal*

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Dear Holland Brook School Parents/Guardians,

Conferences will be offered on the afternoons of Thursday, March 6, and Friday, March 7 from 12:45pm to 2:45pm. Our evening conference is on Thursday, March 6, 5:00 pm to 7:00 pm. Conference times are set to accommodate as many parents as possible. Please schedule your conferences in Genesis.

The window to schedule a conference will OPEN on **Tuesday, February 18 at 8AM.**

The window to schedule a conference will CLOSE on **Tuesday, March 4 at 3PM.**

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. You will have the option to choose a virtual or an in-person conference. If you select “virtual”, the teacher will set up a link for your virtual meeting.

Thank you for continuing to be an active partner in your child’s education. We appreciate you and look forward to helping guide your child in their learning at HBS.

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.
- You will be given a choice for a virtual/in-person conference.
- The color will change to show that you have been added to the conference.

Click [here](#) for more details about scheduling a conference.

Dr. Jonathan T. Moss
Principal, Holland Brook School