Parents must schedule an appointment to meet with the team teachers. This year, we are going to use an online schedule called SignUp Genius to schedule parent-teacher conferences. We will schedule team teacher conferences through the EMS Science teacher. To schedule a conference, please click on the link next to your child's science teacher and sign-up for a conference. The steps for scheduling a conference in SignUp Genius are listed below the links.

## 7th grade:

Mrs. Lies – www.SignUpGenius.com/go/5080444AEAA2FA02-lies

Mr. White - www.SignUpGenius.com/go/5080444AEAA2FA02-white2

## 8<sup>th</sup> grade:

Ms. Gosch-Cantwell - http://www.signupgenius.com/go/5080444aeaa2fa02-gosch

Ms. Zubke - <a href="http://www.signupgenius.com/go/5080444aeaa2fa02-zubke">http://www.signupgenius.com/go/5080444aeaa2fa02-zubke</a>

## Steps for scheduling a parent-teacher conference in SignUp Genius:

- Click on the above link for your student's Science teacher.
- Select your date & time, then click on the "Sign Up box".
- Click on the "Submit & Sign Up" button below.
- Enter your student's first and last name.
- If you have an account with the SignUp Genius then click on "I'm a SignUp Genius member".
- If you don't have account then click on the "I don't have a SignUp Genius account", please enter your first & last name and your email address.
- Please enter your phone number.
- Click on the "Sign Up Now" to complete your sign up.

## If you have an issue scheduling a parent-teacher conference, please contact the office at 794-4150.

The secretaries will do their best to assist you. If you have a special need for translators or interpreters, please communicate this need to the EMS office secretary and we will make the necessary arrangements to accommodate you.

Parents may stop by EMS during conference hours and visit with the P.E, reading, technology and elective teachers.