

PENNS GROVE MIDDLE SCHOOL

351 Maple Avenue Penns Grove, NJ 08069
Phone 856-299-0576 Fax 856-299-4378

Dr. Luis F. Amberths, Jr., Principal


Ms. Lynette Brown, Assistant Principal

November 1, 2016

Dear Parent/Guardians,


Please be advised of the upcoming parent/teacher conference schedule for our school. Below are specific directions on how to sign up for your child's Parent Teacher Conference for this year. Below is a packet on how to log in to Sign Up Genius along with another copy of your child's schedule attached to help sign up with their appropriate teachers. There will be two afternoons and one evening session. All conferences will be scheduled for ten (10) minutes at each grade level. **Your child will be dismissed at 12:26 PM on November 15, 16, and 17, 2016.** In the event you do not have access to a computer or mobile device please contact the Main Office at 856-299-0576, and they will be able to assist with scheduling your appointment.

Signing Up is Easy!



From Your Computer


Step 1:
View the Sign Up Page



<http://tinyurl.com/hzxp84j>


Step 2:
Choose the Items You Want

- On the sign up page, click the "Sign Up" buttons next to the slots you want to sign up for. You can click more than one.
- Scroll to the bottom of the page and click the big "Submit & Sign Up" button.



Step 3:
Enter Your Contact Info

- You will now see a second page where you can enter your contact info. If you have an account previously, you can simply login. If you are new to the site, you can type in your information.
- Depending on the sign up, you may be asked to fill in some other fields in addition to your contact info.
- After you have completed the form fields, click "Sign Up Now" at the bottom of the page.



Step 4:
Add Event to Your Calendar! (optional)

- The "Thank You" page will display indicating you have successfully completed the steps to sign up!
- You can click on a calendar icon displayed to add the item to your calendar if you'd like.

