



WEST LONG BRANCH PUBLIC SCHOOLS

BETTY MCELMON ELEMENTARY SCHOOL
20 Parker Avenue
West Long Branch, NJ 07764

Mr. James J. Erhardt
Principal

Dr. Christina Egan
Superintendent of Schools

February 24, 2024

Dear Parent/Guardian,

I am pleased to inform you that our Spring parent-teacher conferences (March 6-7) for pre-school through fourth grade will be scheduled through a computer program called **Sign Up Genius**.

The electronic sign up system will be active on **Monday, February 26, 2024**. Additionally, the sign up format will be on a first come first serve basis. To schedule a parent-teacher conference, please follow the procedures listed below:

- ❖ Go to the BME website (<http://www.wlbschools.com/Domain/127>).
- ❖ Click on Conference Sign Ups.
- ❖ Locate your child's teacher.
- ❖ Select a date, time slot, and hit the yellow Sign Up button.
- ❖ Hit the **Submit and Sign Up** button located on the bottom of the screen.
- ❖ Under My Comment, please enter your **child's name**.
- ❖ After entering your child's name, you must fill in your name and e-mail address.
- ❖ If you would like to have e-mail confirmation, check the box.
- ❖ Hit the **Sign Up** button.
- ❖ Once you are registered, the time slot will be shown as occupied, but will **not** show any identifying information to the public.

Please be advised that this electronic sign up procedure may not work successfully on mobile devices such as iPads or Smartphones. Therefore, it is suggested that personal computers be used for the sign up. If you do not have access to a computer, please contact the BME main office.

Thank you for your continued support of Betty McElmon Elementary School. If you have any questions, please feel free to contact me at (732) 222-5900, Extension 1251.

Sincerely yours,

James J. Erhardt

James J. Erhardt
BME Principal