



# Bellmore – Merrick Central High School District Grand Avenue Middle School

Office of the Principal  
Carlo A. Conte



October 2019

Dear Parents,

The Middle School Parent/Teacher Conference sessions are scheduled for **Wednesday, November 20<sup>th</sup> from 12:30 PM until 3:30 PM and from 5:00 PM until 8:30 PM**. Please be reminded, **Middle School Students DO NOT have school on this day**. As we have in the past, we will use an online parent-teacher conference scheduling tool called *Teacher Reacher*.

**Effective Sunday, October 27<sup>th</sup> at 3:00 PM, the sign up process for Parent-Teacher Conferences will be implemented through *Teacher Reacher* ([www.teacherreacher.com/site](http://www.teacherreacher.com/site)).** The window for conference registration will **close on Wednesday, November 13<sup>th</sup> at 3:00 PM**.

Step by step instructions for creating your account and begin using the *Teacher Reacher* are located at the conclusion of this letter. This activation process is six easy steps. You are encouraged to follow steps one through three **prior to** the sign up opening (October 27<sup>th</sup>). Please follow steps four thru six beginning at 3:00 PM **on** October 27<sup>th</sup>. Most middle school teachers have 84 time slots in which to meet with parents. Locate teachers by their departments to book appointment slots. By clicking on a teacher's name you will be able to see which time slots are still available.

**\*\* If you have used Teacher Reacher in the past, your account is still active and you do not need to create a new account, just log in and make sure your child is connected to your account.  
There is no need to create a new account.**

### **IMPORTANT NOTE #1:**

*When scheduling your appointments, **please DO NOT schedule your appointments back to back**. You will need time to travel from one conference location to the other. Therefore, please have at least one conference time slot (this will give you four minutes to travel) separating each conference you schedule.*

If you have specific concerns about your child, there is a text box available for you to notify the teacher. Upon securing a conference time, please print the form(s) for each meeting which will give you the teacher's name, time, and conference location. If you do not have access to a computer or if you are having difficulty creating a user name and password, please call Ann Kaprat in Central Administration prior to October 27<sup>th</sup> at 992-1042 and she will assist you.

### **First Time Parents - Steps to Access Teachers' Sign-Up Forms**

- Go to [www.teacherreacher.com/site](http://www.teacherreacher.com/site)
- Click on "Sign up"
- Choose "Bellmore-Merrick", followed by completing the remaining fields and click Create Account
- You will receive an email to activate account. Follow email instructions

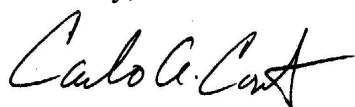


## **IMPORTANT NOTE #2**

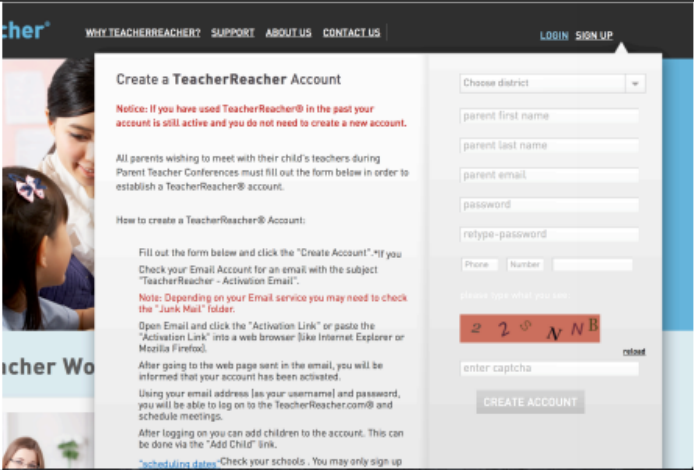
*To afford as many parents the opportunity for conferences, we have created the 4-minute timeframe. For this scheduling plan to work well for all, **please know that teachers must limit conferences to the prescribed four minutes.** It is important to use your brief time wisely. The purpose of the Parent-Teacher Conference is to meet your child's teacher, to review his or her progress and, if necessary, to discuss what should be done to maximize student success. Forging a partnership with the teacher so that the home and school can work together is the ultimate goal of the conference.*

If you need extended time to discuss serious academic issues, you should make a private appointment to see your child's teacher on another occasion. There simply won't be enough time, or sufficient privacy, for lengthy, personal discussions during these 4-minute conference sessions. Our goal through this process is to make the sign up procedure easy and convenient, and to eliminate long lines for conferences. If you have any problems, please let us know.

Sincerely,



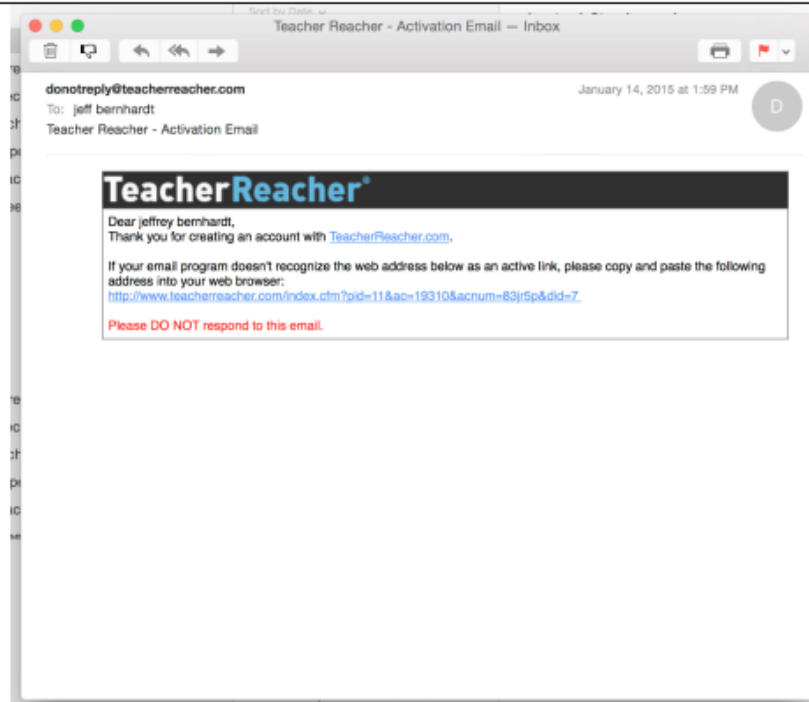
Carlo A. Conte  
Principal  
Grand Avenue MS  
Bellmore-Merrick CHSD

TeacherReacher®	
<b>Step 1</b> <b>Create Account</b> You can create an account with our company by filling out the form below on the <a href="http://www.teacherreacher.com">www.teacherreacher.com</a> website:	
<ul style="list-style-type: none"><li>• Click the "SignUp" link in the upper right corner</li><li>• Select your school district</li><li>• Enter your first and last name</li><li>• Enter your email address</li><li>• Enter a password</li><li>• Enter the Captcha code</li><li>• Check your email account for an activation email from <a href="mailto:donotreply@teacherreacher.com">donotreply@teacherreacher.com</a></li></ul>	
	

## Step 2

### Activate your Account

Check your email account for an email from [admin@teacherreacher.com](mailto:admin@teacherreacher.com).  
Open email and click link inside.



## Step 3

### Add Children

- Select the school
- Enter Child's Name (as registered in the school district)
- Enter the Child's birth date
- Click "Find Student"
- Select the correct student from the list below.
- Click "Add Student"
- Repeat.

The screenshot shows the TeacherReacher website interface. The top navigation bar includes links for MY ACCOUNT, CONFERENCE SCHEDULER, ADD CHILD, SUPPORT, and LOGOUT. The main content area is titled 'CURRENT CHILDREN' and displays 'No Children Registered'. Below this is a 'SEARCH DATABASE' section with the following fields:

- Choose School:** A dropdown menu with 'Demo Middle School' selected.
- First Name:** A text input field containing 'mary'.
- Last Name:** A text input field containing 'bernhardt'.
- Birth Date:** A date picker showing 'May 28, 2009'.

A 'FIND STUDENT' button is located at the bottom of the search form.

## Step 4


### Choose Conference Type

**Parent Teacher** – Are the standard, one-day conference in which parents choose times to meet with teachers.


**Events** – Are conferences that held over several days. An example of this type of conference would be 11<sup>th</sup> Grade Guidance Meetings. In this situation the parent has a choice of several days in which to choose an appointment.

**Seminars** – Are meetings that have one start time and a limited number of seats. An example of this would be extra help sign up.


**TeacherReacher®** [MY ACCOUNT](#) [CONFERENCE SCHEDULER](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)



PARENT TEACHER →



EVENTS →



SEMINARS →

r.com/site/main.cfm?pid=4

## Step 5

### Schedule Appointments Part 1

Click on the "MAKE APPT." link under the **Conference** name.

*Note: You can only make appointments when scheduling is open.*

Click the Scheduling Dates link to see when scheduling will be open.

**TeacherReacher®** [MY ACCOUNT](#) [CONFERENCE SCHEDULER](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)

**Larry Parent's PTC Schedule**

Date/Time	Room	Teacher	Student	Swap	Delete
01/09/15 2:50 - 3:00		Erbe	Julia Student	Closed	Closed
02/27/15 2:50 - 3:00		Dr. Danker	Julia Student		
<b>Elective</b>					
Date/Time	Room	Teacher	Student	Swap	Delete
01/09/15 2:30 - 2:40		Dr. Anderson	Julia Student	Closed	Closed

**Demo Middle School Conference Dates**

Date	Appointment Total						
Test Parent Teacher 1 01/09/15 <b>Scheduling Closed</b>	<table><thead><tr><th>Type</th><th>Current / Max Appts.</th></tr></thead><tbody><tr><td>Core:</td><td>1 / 3</td></tr><tr><td>Elec.:</td><td>1 / 2</td></tr></tbody></table>	Type	Current / Max Appts.	Core:	1 / 3	Elec.:	1 / 2
Type	Current / Max Appts.						
Core:	1 / 3						
Elec.:	1 / 2						
Parent Teacher Demo 02/27/15 <b>MAKE APPT.</b>	<table><thead><tr><th>Type</th><th>Current / Max Appts.</th></tr></thead><tbody><tr><td>Core:</td><td>1 / 4</td></tr><tr><td>Elec.:</td><td>0 / 2</td></tr></tbody></table>	Type	Current / Max Appts.	Core:	1 / 4	Elec.:	0 / 2
Type	Current / Max Appts.						
Core:	1 / 4						
Elec.:	0 / 2						

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## Step 6a – Sorted by Department

### **Schedule Appointments Part 2**

- Click on an Academic Department.
- Click on a teacher.
- Choose an available time.
- Click the “Submit” button.
- Go back to **Step 5** and repeat

The screenshot shows the TeacherBlue app interface. At the top is a dark navigation bar with the 'TeacherBlue' logo and links for 'MY ACCOUNT', 'CONFERENCE SCHEDULER', 'ADD CHILD', 'SUPPORT', and 'LOGOUT'. Below this is a light blue sidebar menu with categories: DEPT, ALPHA, and MY TEACHERS. Under 'DEPT', there are links for CORE, ART, ENGLISH, MATH, MATHEMATICS, SCIENCE, SOC STUD, TECH, ELECTIVE, FAMCONS, and HOME AND CAREERS. The 'CORE' department is selected, showing a list of teachers: Michael Depenna, Janice Learner, Jennifer Munz, and Larry Sands. The 'MY TEACHERS' section is also visible. The main content area shows a 'Choose Time' section with a grid of time slots. The 2:50 PM - 3:00 PM slot is selected and highlighted in blue, with a note 'you have an appt. at this time'. Below this is a 'Suggested topics for conference' section with checkboxes for Grades, Behavior, Homework, and Tests. The 'Grades' checkbox is selected. There is also a section for 'Enter specific questions' with a text input field and a character count 'You have 100 characters left.' At the bottom is a 'MAKE APPOINTMENT' button.

### **IMPORTANT NOTE #2**

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## **Reminder**

**Parent-Teacher Conference Day, November 20<sup>th</sup>. Middle School Students DO NOT have School on this day.**