

October, 2019

Dear Parents,

The High School Parent/Teacher Conference sessions are scheduled for **November 13th** from 12:30 PM until 3:30 PM and from 5:00 PM until 9:00 PM. As we did last year, we will use an online parent-teacher conference scheduling tool called ***Teacher Reacher***.

Effective Sunday, 10/20/19 (see below for time), the sign up process for Parent-Teacher Conferences will be implemented through ***Teacher Reacher*** (www.teacherreacher.com/csite).

- **Kennedy @3:00pm**

The window for conference registration will **close on Wednesday November 6th @ 3 PM.**

Instructions for how to create your account and begin using the *Teacher Reacher* are below. This activation process is five easy steps. You are encouraged to follow steps one through three **prior to** the sign up opening 10/20/19. Please follow steps four and five beginning at your schools start time **on** 10/20/19. Most teachers have sixty-eight 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.
- **The children that moved from middle school to high school:** Parents can use the same account, you just need to connect high school database to your 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 five 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 20th at 992-1042 and she will assist you.

First Time Parents

Steps to Access Teachers' Sign-Up Forms

- Go to www.teacherreacher.com/csite
- 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 5-minute timeframe. For this scheduling plan to work well for all, **please know that teachers must limit conferences to the prescribed five 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 5-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.

TeacherReacher®

Step 1

Create Account

You can create an account with our company by filling out the form below on the www.teacherreacher.com website:

- Click the "SignUp" link in the upper right corner
- Select your school district
- Enter your first and last name
- Enter your email address
- Enter a password
- Enter the Captcha code
- Check your email account for an activation email from donotreply@teacherreacher.com

Step 2

Activate your Account

Check your email account for an email from 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.

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SEARCH DATABASE

Child's Name: [Text Field]

Birth Date: [Text Field]

Find Student

Current Children

No. of Children in the database: 0

Child's Name: [Text Field]

Birth Date: [Text Field]

Find Student

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 11th Grade Guidance Meetings. In this situation the parent has a choice of several days in which to choose and 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.

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PARENT TEACHER →



EVENTS →



SEMINARS →

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.

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Larry Parent's PTC Schedule

Date/Time	Room	Teacher	Student	Subject	Status
9/10/15 2:50 - 3:30	101	Mr. Anderson	John Student	Math	Open
9/10/15 2:50 - 3:30	101	Mr. Anderson	John Student	Math	Open

Demo Middle School Conference Dates

Conference Name	Date/Time	Room	Status
Parent Teacher	9/10/15 2:50 - 3:30	101	Open
Parent Teacher	9/10/15 2:50 - 3:30	101	Open

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

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Department	Teacher	Available Times
CORE	Mr. Smith	10:00 AM - 10:05 AM
	Ms. Jones	10:05 AM - 10:10 AM
	Mr. Brown	10:10 AM - 10:15 AM
	Ms. White	10:15 AM - 10:20 AM
MATH	Mr. Smith	10:20 AM - 10:25 AM
	Ms. Jones	10:25 AM - 10:30 AM
	Mr. Brown	10:30 AM - 10:35 AM
	Ms. White	10:35 AM - 10:40 AM
SCIENCE	Mr. Smith	10:40 AM - 10:45 AM
	Ms. Jones	10:45 AM - 10:50 AM
	Mr. Brown	10:50 AM - 10:55 AM
	Ms. White	10:55 AM - 11:00 AM
SOCIAL STUDIES	Mr. Smith	11:00 AM - 11:05 AM
	Ms. Jones	11:05 AM - 11:10 AM
	Mr. Brown	11:10 AM - 11:15 AM
	Ms. White	11:15 AM - 11:20 AM
ELECTIVE	Mr. Smith	11:20 AM - 11:25 AM
	Ms. Jones	11:25 AM - 11:30 AM
	Mr. Brown	11:30 AM - 11:35 AM
	Ms. White	11:35 AM - 11:40 AM

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