

October 19, 2018

Dear Parents,

The High School Parent/Teacher Conference sessions are scheduled for **Tuesday, November 20th** 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, October 28th (see below for time), the sign up process for Parent-Teacher Conferences will be implemented through **Teacher Reacher** (www.teacherreacher.com/csite).

- **Calhoun @2:00pm** **Kennedy @3:00pm** **Mephram @4:00pm**

The window for conference registration will **close on Wednesday, November 14th @ 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 (October 28th). Please follow steps four and five beginning at your schools start time **on** October 28th. 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 same account and you just need to connect high school data base to their 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 28th 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
- Follow the instructions on the site under "NEED AN ACCOUNT?"



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.

Step 1

Create Account

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

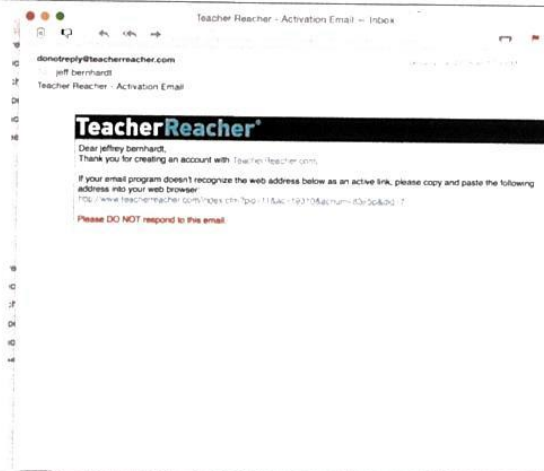
- Click the "SignUp" link in the upper right corner
- Select your school district
- Enter your first and last name
- Enter your email address
- Enter a password
- Enter the Captcha code
- Check your email account for an activation email from donotreply@teacherreacher.com



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]

Child's Birth Date: [Text Field]

Find Student

Current Children

Child's Name	Child's Birth Date	Child's School
[Child's Name]	[Child's Birth Date]	[Child's School]

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	Seating	Status
9/10/2015 2:10 - 2:30	101	Mr. [Teacher]	[Student]	[Seating]	[Status]
9/10/2015 2:30 - 2:50	101	Mr. [Teacher]	[Student]	[Seating]	[Status]

Demo Middle School Conference Dates

Conference Name	Date	Time	Seating	Status
Parent Teacher	9/10/2015	2:10 - 2:30	[Seating]	[Status]
Parent Teacher	9/10/2015	2:30 - 2:50	[Seating]	[Status]

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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CORE

MT

Michael Bessone

James Casanova

Josephine Hwang

Larry Tardis

ENGLISH

ESL

MATH

MATHEMATICS

SCIENCE

SOCCER

STUDY

ELECTIVE

TEACHERS

HOME AND CAREERS

Choose Time

Time	Michael Bessone	James Casanova	Josephine Hwang	Larry Tardis
1:10 PM - 1:15 PM	Available	Available	Available	Available
1:15 PM - 1:20 PM	Available	Available	Available	Available
1:20 PM - 1:25 PM	Available	Available	Available	Available
1:25 PM - 1:30 PM	Available	Available	Available	Available
1:30 PM - 1:35 PM	Available	Available	Available	Available
1:35 PM - 1:40 PM	Available	Available	Available	Available
1:40 PM - 1:45 PM	Available	Available	Available	Available
1:45 PM - 1:50 PM	Available	Available	Available	Available
1:50 PM - 1:55 PM	Available	Available	Available	Available
1:55 PM - 2:00 PM	Available	Available	Available	Available

Click on the time slot for the conference.

If desired you may suggest a day or time slot to use.

Cancel Submit

Enter specific questions.

We have 100 characters left.

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