



BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT

WELLINGTON C. MEPHAM HIGH SCHOOL

2401 CAMP AVENUE, BELLMORE, NEW YORK 11710-3099 / 516 992-1500

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ADMINISTRATION

Eric Gómez
Principal

John DeTommaso
Superintendent of Schools

Jennifer B. Carne, Ed.D.
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October 30, 2017

Dear Parents,

The High School Parent/Teacher Conference sessions are scheduled for Wednesday afternoon, November 29 from 12:30 PM until 3:30 PM and Thursday evening, November 30 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, November 12 at 3:00 PM, the sign up process for Parent-Teacher Conferences will be implemented through *Teacher Reacher* (www.teacherreacher.com/csite). The window for conference registration will close on Sunday, November 26 at 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 (November 12). Please follow steps four and five beginning at 3:00PM **on** November 12. 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 will have to make an account in the new high school. Each school is a different data base and it does not cross over.

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 November 12 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?"



**2401 Camp Avenue
Bellmore, NY 11710
Telephone: (516) 992-1500**

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.

Sincerely,



Eric Gómez
Principal

Step 1

Create Account

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

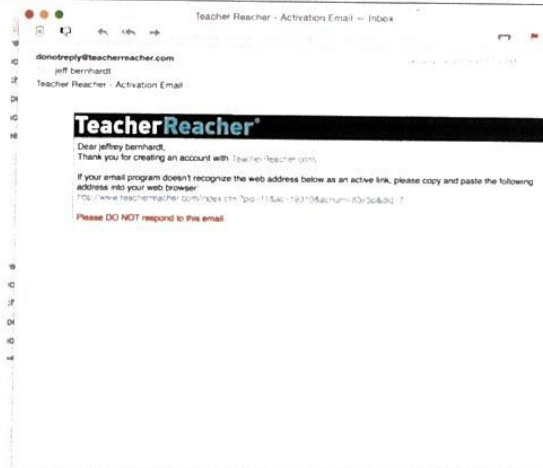
- Click the "SignUp" link in the upper right corner
- Select your school district
- Enter your first and last name
- Enter your email address
- Enter a password
- Enter the Captcha code
- Check your email account for an activation email from donotreply@teacherreacher.com



Step 2

Activate your Account

Check your email account for an email from admin@teacherreacher.com. Open email and click link inside.



Step 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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