

# LYNBROOK HIGH SCHOOL

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Dear Parent/Guardian,

Lynbrook High School will be holding **Parent/Teacher Conferences on Thursday, November 16, 2017 and again on Tuesday, November 28, 2017 from 7:00 – 9:00 P.M.** The purpose of these evening conferences is to enable parents and teachers to meet, to share information, and to better understand individual student learning styles at the conclusion of the first marking period.

Each family will be able to schedule conferences for **three** of their child's **core course teachers** and **three** conferences for their child's **elective courses each evening**. Parents with two or more students in the high school will be able to schedule up to six conferences for each child (3 core courses and 3 elective courses) during each evening session. Each individual conference will last four minutes. Parents are encouraged to provide their child's teacher with the information he/she needs to know about their child. Teachers may provide parents with an idea of their youngster's progress and areas in need of greater work. In order for the maximum number of parents to benefit from this evening, it is absolutely necessary that everyone abide by the four minute time frame established. When scheduling conferences, be certain to build in time to get from one appointment to the next. Scheduling three conferences in eight or twelve minutes may result in not getting to one or more appointments, given the size of the high school and the relative proximity of one meeting room with another. Walk-in or drop-in appointments are not encouraged and may not be honored by the faculty member approached. Teachers are prepared to meet with the parents of the students with appointments and may not have materials regarding other students available. If you were unable to schedule conferences because all of the times were taken, please contact the high school guidance department and your child's counselor to schedule appointments with your youngster's teachers.

The website <http://www.TeacherReacher.com>, which can be accessed using the Parent/Students tab at the district website, is where parents may sign up for evening conferences using a secure username and password. Instructions and tutorials available at TeacherReacher.com guide parents through the step by step process of obtaining a username and password. All that is required is a valid and accessible e-mail address. Once registered, parents can sign up for evening conferences beginning the day access to the site becomes active. This method of signing up for conferences is efficient, fast, and fair. Parents are expected to abide by the guidelines mentioned above regarding the purpose and length of each conference, and to follow the steps outlined below to schedule appointments for your son or daughter.

**On-line sign-ups for both evening conference nights begins on Wednesday, November 1, 2017 at 8:00 A.M. and will end on Tuesday, November 14, 2017 at 12:00 P.M.**

Once logged in at TeacherReacher.com, parents must complete the following steps in order to register for evening conferences:

1. Select your school district.
2. Type your first name.
3. Type your last name.
4. Type an e-mail address where you can retrieve an activation email.
5. Create a password containing at least 5 characters.
6. Confirm password.
7. Type a phone number where you can easily be reached.
8. Click on "Create Account."

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An e-mail response will be sent to you at the e-mail address you entered when registering. This email will contain your "Activation Link." Click on this link to complete your registration. Once you have activated your account, log onto the web site and add your children to the system.

After you have entered your children into the system, you can sign up for conferences by completing the following steps:

1. Click on "*Click to make appt.*" link under your child's name. If the words "**Scheduler Closed**" appear, please click the "Scheduling Dates" link at the top of the page for registration times.
2. Choose the Academic Department and Teacher by clicking on the desired department and desired teacher.
3. Choose an appointment time from those available by clicking on the button to the left of the desired time.
4. Click on the "SUBMIT" button.

Once Parents/Guardians click "Submit," they will return to the Conference Scheduler and the conference just submitted will appear on the left side of the page. Additional conferences can be scheduled by again clicking on the "*Click to make appt.*" link and following the steps listed above.

We look forward to this evening of sharing between two key components of student's academic success, and we anticipate that this will be a fruitful evening for all. If, for any reason, you feel like speaking to someone regarding Parent/Teacher Conference Night, please call the high school at 887-0200.

Sincerely,

Joseph T. Rainis  
*Principal*