

LYNBROOK HIGH SCHOOL

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November 5, 2020

Dear Parent/Guardian,

Lynbrook High School will be holding **VIRTUAL Parent/Teacher Conferences via WebEx on Tuesday, November 24th and Tuesday December 1st, 2020 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. As you schedule conferences please remember the following:

- 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 course teachers for 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. In order that the maximum number of parents benefit from this evening, it is important 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.
- Drop-in appointments are not possible during these evening conferences.
- Teachers will be simultaneously monitoring who is entering, who is exiting, who is waiting as well as the time, so please be patient. With technology there are bound to be hiccups.
- If you were unable to schedule conferences because all 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. Once parents make their appointments, they will be emailed a unique WebEx link that will allow them to enter a waiting room in WebEx for their evening conferences.

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**On-line sign-ups for November 24 and December 1 begin on Monday, November 16
at 8:00 am and end on Friday, November 20, 2020 at 8:00 P.M.**

In order to create an account parents must complete the following steps:

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

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. As you schedule your appointments, they will appear on your appointment list. Next to each teacher's name in the list is a "Click Here" link, under the heading Video Conf. Link. Click that link the evening of the conference to join the video parent/teacher conference. 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 you need assistance signing up and making appointments, please check the Teacher Reacher tutorial document at the LHS correspondence tab. If you need to speak to someone regarding Parent/Teacher Conference Night, please call the high school at 887-0200.

Sincerely,

Joseph T. Rainis

Joseph T. Rainis
Principal