



Manhasset Public Schools



Dr. Dean Schlanger
- Principal
Manhasset Secondary School

November 12, 2021

Dear Parents,

The Parent/Teacher Conferences at the Secondary School will be held on Thursday evening, December 2nd, 2021 from 5:30pm to 8:30pm, as well as Friday December 3rd, 2021 during school hours via Zoom. **Starting Wednesday, November 17th at 7:00 PM, the sign up process will be implemented through *Teacher Reacher*** (<https://teacherreacher.com/site/index.cfm>), an online parent-teacher conference scheduling tool.

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 17th). Please follow steps four and five beginning at 7:00PM on **November 17th**. Please follow step six during your scheduled appointments on December 2nd and 3rd.

The system will allow you to select which teachers you would like to schedule appointments with. By clicking on the desired conference date, and then a teacher's name you will be able to see which time slots are still available. If you have specific concerns about your child, there is a text box available for you to notify the teacher. Upon securing appointments, you will see a "Click Here" link in the "Video Conf. Link" column next to each scheduled appointment time. Parents should click on the link when it is the date and time for the appointment; this will allow parents to access the zoom meeting with the teacher.

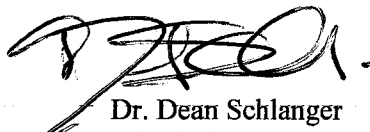
If you do not have access to a computer, please call the guidance office prior to November 17th at 267-7511 (middle school) or 267-7610 (high school) and we will assist you.

Steps to Access Teachers' Appointment Sign Up

- Go to <https://teacherreacher.com/site/index.cfm>
- Click SIGN UP
- Follow the instructions on the site under "Create a Teacher Reacher Account"
- Be sure to "Add" your student(s) to your account



Our goal through this process is to make the sign up procedure easy and convenient. If you have any problems, please let us know.


Dr. Dean Schlanger
Principal

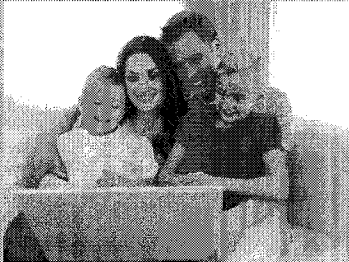
Step 1

Create Account

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

- Click the "Sign Up" link in the upper right corner
- Select your school district
- Enter your first and last name
- Enter your email address
- Enter a password
- Re type your password
- Enter your Phone number
- Check the "I'm not a robot" checkbox
- Click Create Account
- Check your email account for an activation email from donotreply@teacherreacher.com

TeacherReacher[WHY TEACHERREACHER?](#) [SUPPORT](#) [ABOUT US](#) [CONTACT US](#) [LOGIN](#) [SIGN UP](#)



Parent Sign Up

Choose district

parent first name

parent last name

parent email


password

retype password

Phone Number

CREATE ACCOUNT

☐ I'm not a robot

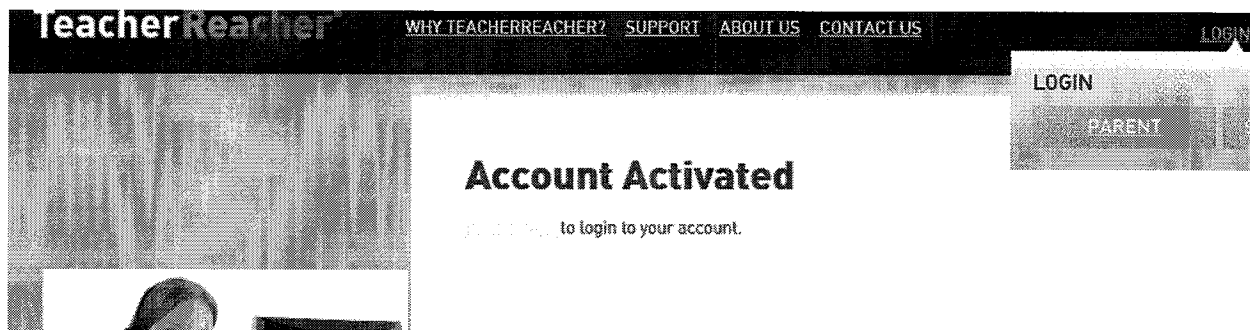
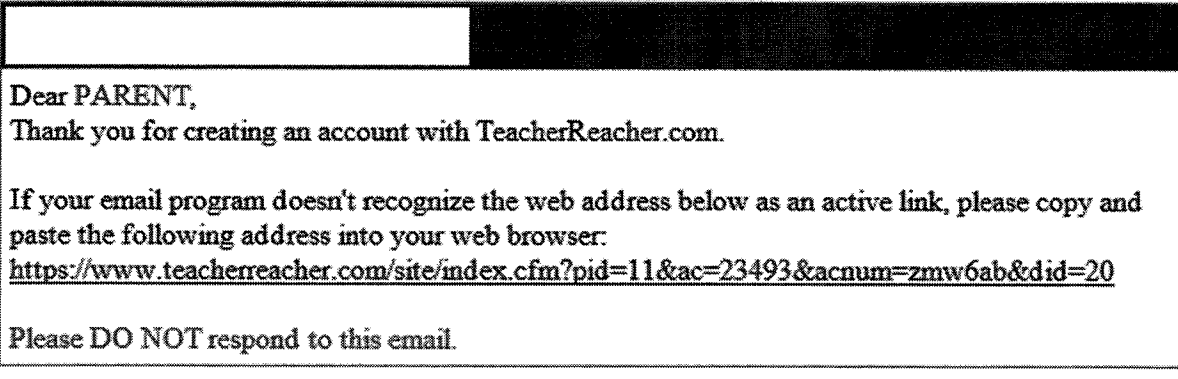

reCAPTCHA
[Privacy](#) [Terms](#)

Creating a TeacherReacher Account

Step 2

Activate your Account

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



NOW YOU ARE ABLE TO LOGIN TO YOUR ACCOUNT!

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 for each of your students.

TeacherReacher MY ACCOUNT CONFERENCE SCHEDULER ADD CHILD SUPPORT LOGOUT

CURRENT CHILDREN

No Children Registered

SEARCH DATABASE

Choose School: Demo Middle School

First Name: mary

Last Name: bernhardt

Birth Date: May 20 2009

FIND STUDENT

Step 4

Choose Conference Type

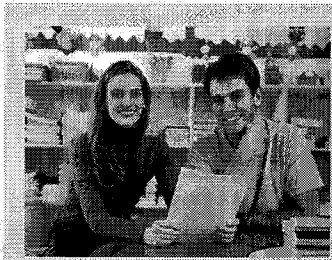
Parent Teacher – Are the standard, one-day conference in which parents choose times to meet with teachers.

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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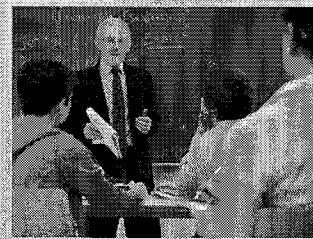
[MY ACCOUNT](#) [CONFERENCE SCHEDULER](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)



PARENT TEACHER →



EVENTS →



SEMINARS →

com/site/main.cfm?pid=4

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.

****** Be sure to click on both the evening conference date AND the daytime conference date to schedule appointments for both days, if desired.

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MY ACCOUNT CONFERENCE SCHEDULER ADD CHILD SUPPORT LOGOUT

Larry Parent's PTC Schedule					
Core					
Date/Time	Room	Teacher	Student	Swap	Delete
01/09/15 2:50 - 3:00		Erbe	Julia Student	Closed	Closed
02/27/15 2:50 - 3:00		Dr. Danker	Julia Student		
Elective					
Date/Time	Room	Teacher	Student	Swap	Delete
01/09/15 2:30 - 2:40		Dr. Anderson	Julia Student	Closed	Closed

Demo Middle School Conference Dates		
Julia Student		
Date	Appointment Total	
Test Parent Teacher 1 01/09/15 Scheduling Closed	Type	Current / Max Appts.
	Core:	1 / 3
	Elec.:	1 / 2
Parent Teacher Demo 02/27/15 MAKE APPT.	Type	Current / Max Appts.
	Core:	1 / 4
	Elec.:	0 / 2

Step 5a – 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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MY ACCOUNT CONFERENCE SCHEDULER ADD CHILD SUPPORT LOGOUT

CORE
ART
Michael Deparino
Janice Learner
Jennifer Munz
Larry Sonds
ENGLISH
ESL
MATH
MATHEMATICS
SCIENCE
SOC STUD
TECH
ELECTIVE
FANCONS
HOME AND CAREERS

Choose Time
☐ 1:00 PM - 1:10 PM
☐ 1:10 PM - 1:20 PM
☐ 1:20 PM - 1:30 PM
☐ 1:30 PM - 1:40 PM
☐ 1:40 PM - 1:50 PM
☐ 1:50 PM - 2:00 PM
☐ 2:00 PM - 2:10 PM
☐ 2:10 PM - 2:20 PM
☐ 2:20 PM - 2:30 PM
☐ 2:30 PM - 2:40 PM
☐ 2:40 PM - 2:50 PM
☒ 2:50 PM - 3:00 PM
You have an appt. at this time.
Suggested topics for conference
If desired you may suggest areas of interest to you.
☐ Grades ☐ Behavior
☐ Homework ☐ Tests
Enter specific questions
You have 100 characters left.

MAKE APPOINTMENT

Step 6

Upon securing appointments, you will see a **"Click Here"** link in the "Video Conf. Link" column next to each scheduled appointment time. Parents should click on the **"Click Here"** link when it is the date and time for the appointment. Clicking the link will allow parents to access the zoom meeting with the teacher.

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MY ACCOUNT SCHEDULERS ADD CHILD SUPPORT LOGOUT

Parent Demo eSD's PTC Schedule

Date/Time	Room	Teacher	Student	Video Conf. Link	Swap	Delete
12/07/20 3:00 - 3:40		Vesta	Sally eSD Demo	Click Here	Swap	Delete
Date/Time	Room	Teacher	Student	Video Conf. Link	Swap	Delete
No Meetings Scheduled						
RETRIEVE SCHEDULE						

Jr - Sr High School Conference Dates

Date	Appointment Total	
Parent Teacher Conference 20.21 December 3rd 12/03/20 Scheduling Closed	Type	Current / Max Appts.
	Cores	0 / 10
	Elec.	0 / 0
Parent Teacher Conference 20.21 December 4th 12/04/20 Scheduling Closed	Type	Current / Max Appts.
	Cores	0 / 10
	Elec.	0 / 0
Parent Teacher Conference 20.21 December 7th 12/07/20 Make Appt.	Type	Current / Max Appts.
	Cores	1 / 6
	Elec.	0 / 0