



*The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.*

## **THREE VILLAGE CENTRAL SCHOOL DISTRICT**

**Alan L. Baum, Principal  
Ward Melville High School**

November 2016

Dear Parents/Guardians,

Ward Melville's Parent/Teacher Conferences will be held on **Tuesday, December 6, 2016 from 5:30 pm to 8:30 pm**. The purpose of these conferences is to provide additional time during non-school hours for parents or guardians to meet with their child's teachers. Families may schedule only one appointment for each student per teacher. Parents who have concerns regarding their child's progress are strongly encouraged to attend.

The window for making an appointment for our **December 6<sup>th</sup>** Parent/Teacher Conference evening will be from November 28<sup>th</sup> at 8:00 am to December 1<sup>st</sup> at 5:00 pm.

Please be advised that we offer on-line registration for making these appointments to meet with your child's teachers. Appointments are filled on a first come-first served basis. Appointments are scheduled every ten minutes and are by appointment only. We are using a new program, TeacherReacher, to schedule appointments for Parent/Teacher Conferences.

Please read through the bulleted items below to assist you in making your appointments:

- We recently used this new program for guidance appointments over the summer; you may already have an account.
- If you are a first-time user, you need to create an account. This can be done at any time using the link below. However you will not be able to schedule appointments until 11/28/16.
- **WE STRONGLY RECOMMEND THAT YOU CREATE AN ACCOUNT PRIOR TO 11/28/16.**
- **Please note parents will be able to register for an appointment beginning Monday, November 28<sup>th</sup> at 8:00 am through Thursday, December 1<sup>st</sup> at 5:00pm.**
- A step by step guide has been provided to help create your account, link your student(s) and schedule your appointments.
- Have your child's schedule handy; begin making appointments by following the prompts.
- When done, make sure you print out a copy to bring with you to assist in keeping track of where you need to be. Please note that room numbers for the Parent-Teacher Conferences are shown next to the teacher's name on the printed out schedule.

Click on the following links to create an account, link a student(s) and schedule an appointment:

[Step by Step Guide to Creating an Account, Linking Students, and Scheduling an Appointment](#)

[TeacherReacher Parent Login Link \(Click here to create an account and schedule an appointment\)](#)

*Each appointment will be no longer than 10 minutes. Please respect the teacher's and the other parents' time schedule by arriving and leaving on time. The Parent-Teacher Conference Night will end promptly at 8:30 p.m.*

As in the past, if you are unable to attend on the conference date, or if teacher times are closed out, you may request an appointment with your child's teacher at a mutually agreed upon time. We strongly encourage you to participate in this evening and look forward to seeing you. If you are having difficulty with the site or have any questions, please contact my office at 631-730-4960.

Sincerely,

*Kevin Finnerty*  
Assistant Principal

**Assistant Principals:** Erin Connolly, Rosanne DiBella, Kevin Finnerty  
**Dean:** Jay Negus

---

380 Old Town Road ■ East Setauket, New York 11733-3499 ■ Telephone: 631-730-4900 ■ Fax: 631-730-4901

---

Cheryl Pedisich, **Superintendent of Schools**  
Kevin Scanlon, **Assistant Superintendent for Educational Services**  
Jeffrey Carlson, **Assistant Superintendent for Business Services**  
Gary B. Dabrusky, Ed.D., **Assistant Superintendent for Human Resources**