



**THREE VILLAGE  
CENTRAL SCHOOL DISTRICT**

*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.*

*Vincent Cereola, Principal  
Dawn Nachtigall PhD, Assistant Principal  
Chris Murphy, Dean of Students  
351 Oxhead Road, Stony Brook, NY 11790*

November 9, 2022

Dear Parents or Guardians:

The district has scheduled the evening of **Thursday, December 8, 2022, for Parent-Teacher Conferences at RC Murphy Junior High School, from 5:30 p.m. until 8:30 p.m.** The purpose of these in person conferences is to provide additional time during non-school hours for parents or guardians to meet with their children's teachers. Parents who have concerns with their child's progress are strongly encouraged to attend.

Please be advised that we only offer on-line registration for making these appointments to see your child's teachers. It is very user-friendly. Appointments are filled on a first come-first served basis. Conferences are by appointment only.


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


- The Parent Teacher Conference link will be open to schedule appointments on Monday, November 14, 2022 at 9:00 a.m. and close at 3:00 p.m. on Tuesday, November 22, 2022. **The link is: <https://teacherreacher.com/site/index.cfm>**
- The link to access the Teacher Reacher Parent Guide is located on our website.
- **If you are a first-time user**, you need to create an account. This can be done at any time using the aforementioned link. However you will not be able to schedule appointments until 11/14/22. **WE STRONGLY RECOMMEND THAT YOU CREATE AN ACCOUNT PRIOR TO 11/14/22.**
- **If you have previously set up an account**, please check to make sure that your child is still linked to your account from last year. If you need to add a child to your account, please log in and click 'Add Child' at the top of the page. Then you will enter your child's first name, last name, and birthdate. After you hit enter your child should appear below so you can select his/her name. If you have any problems, please refer to the Parent Guide. This can be done at any time using the aforementioned link. However, you will not be able to schedule appointments until 11/14/22.
- Have your child's schedule handy and 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.

*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 scheduled conference date or 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 trouble with the site or have any further questions, please call 730-4800 for assistance.

Sincerely,

  
Vincent Cereola  
Principal

  
Dawn Nachtigall, PhD  
Assistant Principal

Dr. Kevin Scanlon, **Superintendent of Schools**  
Jeffrey Carlson, **Deputy Superintendent**

Dr. Gary Dabrusky, **Assistant Superintendent, Human Resources**  
Dr. Brian Biscari, **Assistant Superintendent, Educational Services**

100 Suffolk Avenue ■ Stony Brook, New York 11790 ■ Telephone: 631-730-4000 ■ Fax: 631-474-7784

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**Board of Education**  
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## “Sign Up” menu link:

### Create Account

You can create an account with our company by filling out the form below on the [www.teacherreacher.com](http://www.teacherreacher.com) website:

- Click the “Sign Up” link in the upper right corner
- Enter your email address
- Enter your first and last name
- Enter your phone number
- Enter a password
- Confirm your password
- Select your school district
- Check the reCAPTCHA

Please note there is no activation email

### Sign Up

Email

First Name

Last Name

Phone

Password

Re-Type Password

District

Demo District

▼

✓ I'm not a robot

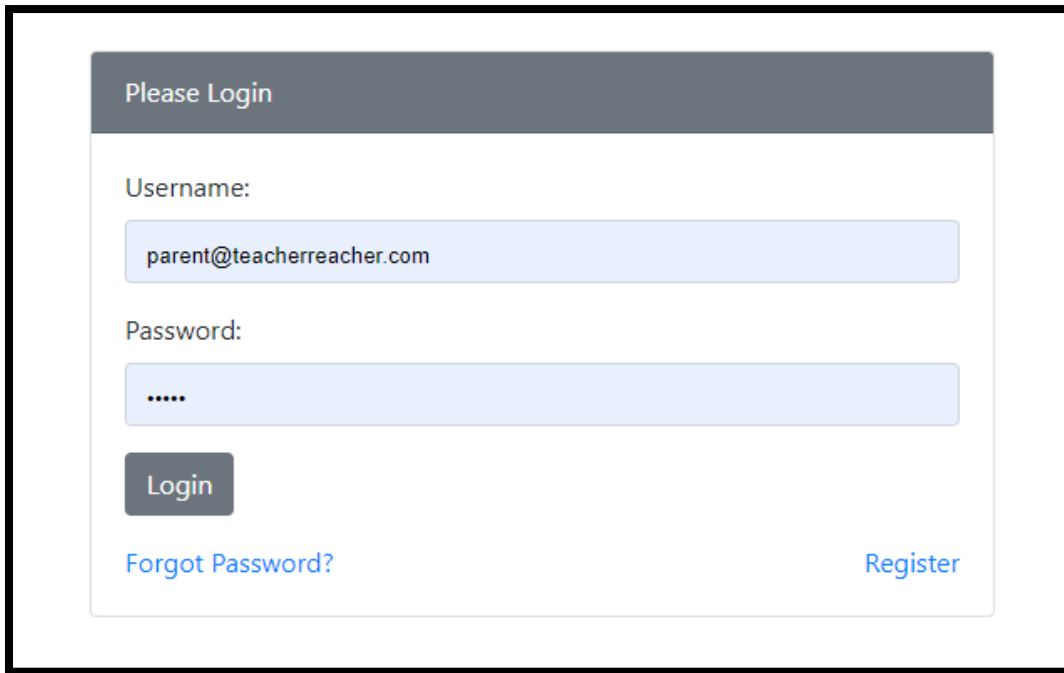
  
reCAPTCHA  
[Privacy](#) • [Terms](#)

Submit

## “Login” menu link:

### Login

- Click the “Login” link in the upper right of the screen
- Use form to login



The screenshot shows a login form titled "Please Login" in a dark grey header. Below the header, the form is white with a light blue border. It contains two input fields: "Username:" with the text "parent@teacherreacher.com" and "Password:" with masked characters ".....". Below the password field is a dark grey "Login" button. At the bottom of the form, there are two blue links: "Forgot Password?" on the left and "Register" on the right.

Please Login

Username:  
parent@teacherreacher.com

Password:  
.....

Login

[Forgot Password?](#) [Register](#)

## “My Students” menu link:

### Add Children

- Enter Child's Name (as registered in the school district)
- Select the school
- Enter the Child's Student ID or Date of Birth
- Click "Submit"
- Repeat.

## Manage My Students

### Add Student

First Name

Julia

Last Name

Student

School

Demo Middle School

Student ID

DOB

May

28

2009

Submit

### Current Students

Student

School

Grade

Julia Student

Demo District / Demo Middle School

9

## “Schedule Appointments” menu link:

### Make Appointments

- Click on student name next to the conference name

## Schedule Appointments

Coinference	Student	Core	Electives
Bogus Event August 11	<a href="#">Julia Student</a>	2 / 3	3 / 3
Sample Event	<a href="#">Julia Student</a>	0 / 3	0 / 3

- View appointment schedules for up to 6 teachers at a time
- Place a check next to teachers’ names
- Click the “Continue” button

## Choose Teachers

You may select up to 5 teachers at once to manage scheduling. This can be done more than once to have an opportunity to schedule for all the teacher you need. Be sure to pick the top 5 most important first to have a better chance at getting your desired times.

Department
Alphabetical

You have selected 5 / 5 teachers
Continue

CORE

▼ Admins

▼ Boys 1A

☒ Larry Counselor

▼ English

☒ Allison Entelle

☐ Louise Erbe

☐ Vincent Goodspeed

☐ Craig Lander

☐ Thomas Lawson

☐ Jill McNally

☐ Mary Pinella


☐ Alyssa Rose

☐ Mike St Moir

☐ Christine Stein

☐ Carla Wilson

▼ Math

- Click on a time listed under a teacher’s name to make the appointment
  - When a time slot is clicked, the appointment is made
  - Total number of appointments will be limited by the number set by their schools
- Click the “Done” button once appointments have been made
- If you choose a time by mistake, click the  icon
- Repeat

TeacherReacher®

Wh...

jeff Logout

My Students

My Schedule

Schedu...

You have reached your maximum core conferences

Close

Conferences

pres: 3 / 3 Electives: 0 / 3 Done

Antonella/Lisa Bernarg/Fallon Core	Larry Counselor Core	Jane Danker Core	Allison Entelle Core	Kerri Free Core
09/21/2022				
Yours 7:00 PM				
			Yours 7:05 PM	
	Yours 7:10 PM			
		7:15 PM		7:15 PM

## “My Schedule” menu link:

### Choose your appointment type

- View your schedule
- If your school offers a choice of appointment types, place a check accordingly
  - Appointment types can be In Person, Virtual or by Phone
- You can also remove your appointments if you no longer wish to meet with a teacher

### Upcoming Appointments

Julia Student				
Event	Time	Teacher	Contact Info	Options
Sample Event	09/21/2022 7:00 PM	Antonella/Lisa Bernarg/Fallon	<input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone	<a href="#">Delete</a>
Sample Event	09/21/2022 7:05 PM	Allison Entelle	<input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone	<a href="#">Delete</a>
Sample Event	09/21/2022 7:10 PM	Larry Counselor	<input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone	<a href="#">Delete</a>