



*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.*

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Paul J. Gelinas Junior High School

Corinne Keane, Principal  
William Corrao, Assistant Principal

Dear Parents or Guardians:

The district has scheduled the evening of **Tuesday, November 28, 2023, for Parent-Teacher Conferences at PJ Gelinas 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, and they do fill up fast. Conferences are by appointment only.

Please read through 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 13<sup>th</sup>, 2023 at 9:00 a.m. and close at 3:00 p.m. on Wednesday, November 22<sup>nd</sup>, 2023. **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 11/13/23. **WE STRONGLY RECOMMEND THAT YOU CREATE AN ACCOUNT PRIOR TO 11/13/23.**
- **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.
- 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 730-4700 for assistance.

Sincerely,

Corinne Keane  
Principal

William Corrao  
Assistant Principal

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25 Mud Road ■ Setauket, New York 11733-1499 ■ Telephone: (631) 730-4700

Dr. Kevin Scanlon, Superintendent of Schools  
Jeffrey Carlson, Deputy Superintendent  
Dr. Gary Dabrusky, Assistant Superintendent, Human Resources  
Dr. Brian Biscari, Assistant Superintendent, Educational Services

## Step 1

### 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 "SignUp" link in the upper right corner
- Select your school district
- Enter your first and last name
- Enter your email address
- Enter a password
- Enter the Captcha code
- Check your email account for an activation email from [donotreply@teacherreacher.com](mailto:donotreply@teacherreacher.com)

TeacherReacher® WHY TEACHERREACHER? SUPPORT ABOUT US CONTACT US LOGIN SIGN UP

### Create a TeacherReacher Account

**Notice: If you have used TeacherReacher® in the past your account is still active and you do not need to create a new account.**

All parents wishing to meet with their child's teachers during Parent Teacher Conferences must fill out the form below in order to establish a TeacherReacher® account.

How to create a TeacherReacher® Account:

Fill out the form below and click the "Create Account".\*If you Check your Email Account for an email with the subject "TeacherReacher - Activation Email".

**Note: Depending on your Email service you may need to check the "Junk Mail" folder.**

Open Email and click the "Activation Link" or paste the "Activation Link" into a web browser (like Internet Explorer or Mozilla Firefox).

After going to the web page sent in the email, you will be informed that your account has been activated.

Using your email address (as your username) and password, you will be able to log on to the TeacherReacher.com® and schedule meetings.

After logging on you can add children to the account. This can be done via the "Add Child" link.

[\\*scheduling dates](#) Check your schools. You may only sign up

Choose district

parent first name

parent last name

parent email

password

retype-password

Phone Number

please type what you see:

2 2 3 N N B reload

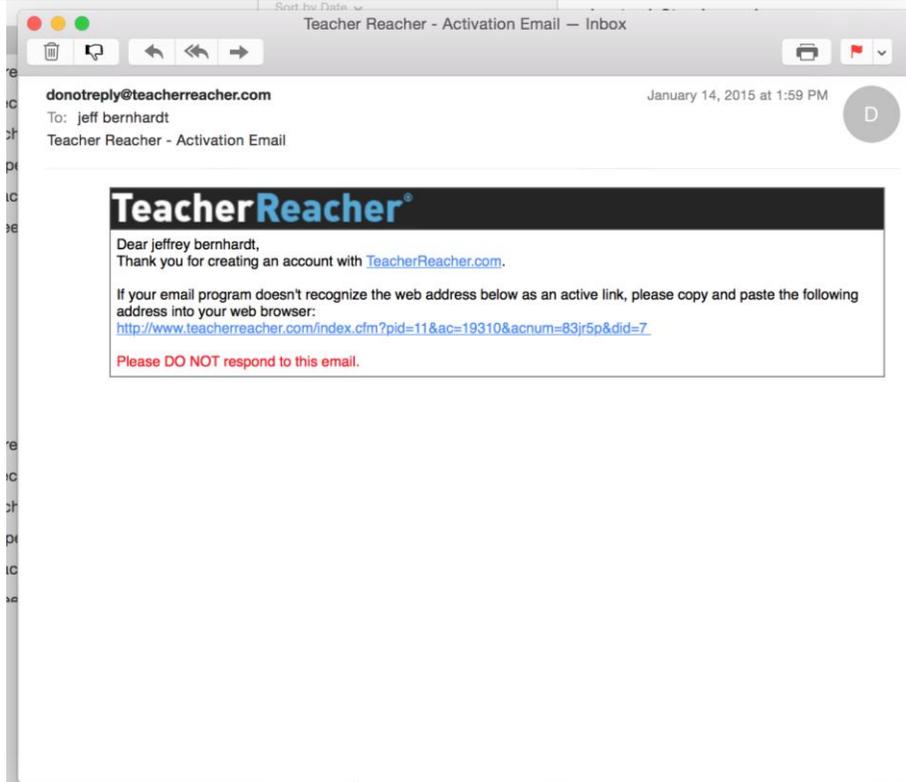
enter captcha

CREATE ACCOUNT

## Step 2

### **Activate your Account**

Check your email account for an email from [admin@teacherreacher.com](mailto:admin@teacherreacher.com).  
Open email and click link inside.



## 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.

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

CURRENT CHILDREN	
No Children Registered	
SEARCH DATABASE	
Choose School	<input type="text" value="Demo Middle School"/>
First Name:	<input type="text" value="mary"/>
Last Name:	<input type="text" value="bernhardt"/>
Birth Date:	<input type="text" value="May"/> <input type="text" value="28"/> <input type="text" value="2009"/>
<input type="button" value="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 11<sup>th</sup> 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.

TeacherReacher®

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



PARENT TEACHER →



EVENTS →



SEMINARS →

# 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.

**TeacherReacher®**    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 <b>Scheduling Closed</b>	Type	Current / Max Appts.
	Core:	1 / 3
	Elec.:	1 / 2
Parent Teacher Demo 02/27/15 <b>MAKE APPT.</b>	Type	Current / Max Appts.
	Core:	1 / 4
	Elec.:	0 / 2

[Redacted Area]

# Step 6a – 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

The screenshot shows the TeacherReacher website interface. At the top, there is a navigation bar with the logo and links for MY ACCOUNT, CONFERENCE SCHEDULER, ADD CHILD, SUPPORT, and LOGOUT. On the left side, there is a sidebar menu with categories like DEPT, ALPHA, and MY TEACHERS, and a list of departments including CORE, ART, ENGLISH, MATH, MATHEMATICS, SCIENCE, SOC STUD, TECH, ELECTIVE, FAMCONS, and HOME AND CAREERS. The main content area displays a 'Choose Time' section with a grid of time slots. The 2:50 PM - 3:00 PM slot is selected and marked as unavailable. Below this, there is a 'Suggested topics for conference' section with checkboxes for Grades, Behavior, Homework, and Tests. At the bottom, there is a text input field for 'Enter specific questions' and a 'MAKE APPOINTMENT' button.

TeacherReacher® MY ACCOUNT CONFERENCE SCHEDULER ADD CHILD SUPPORT LOGOUT

DEPT ALPHA MY TEACHERS

CORE  
ART  
Michael Depenna  
Janice Learner  
Jennifer Munz  
Larry Sands  
ENGLISH  
ESL  
MATH  
MATHEMATICS  
SCIENCE  
SOC STUD  
TECH  
ELECTIVE  
FAMCONS  
HOME AND CAREERS  
LIFE

Choose Time

<input type="radio"/> 1:00 PM - 1:10 PM	<input type="radio"/> 2:00 PM - 2:10 PM
<input type="radio"/> 1:10 PM - 1:20 PM	<input type="radio"/> 2:10 PM - 2:20 PM
<input type="radio"/> 1:20 PM - 1:30 PM	<input type="radio"/> 2:20 PM - 2:30 PM
<input type="radio"/> 1:30 PM - 1:40 PM	<input type="radio"/> 2:30 PM - 2:40 PM
<input type="radio"/> 1:40 PM - 1:50 PM	<input type="radio"/> 2:40 PM - 2:50 PM
<input type="radio"/> 1:50 PM - 2:00 PM	<input checked="" type="radio"/> 2:50 PM - 3:00 PM - you have an appt. at this time

Suggested topics for conference  
If desired you may suggest area of interest to you

Grades  Behavior  
 Homework  Tests

Enter specific questions  
You have 100 characters left.

MAKE APPOINTMENT

# Step 6b-Sorted Alphabetically

## Schedule Appointments Part 2

- Click on a teacher.
- Choose an available time.
- Click the "Submit" button.
- Go back to **Step 5** and repeat

The screenshot displays the TeacherReacher website interface. At the top, there is a navigation bar with the logo "TeacherReacher" and links for "MY ACCOUNT", "CONFERENCE SCHEDULER", "ADD CHILD", "SUPPORT", and "LOGOUT". Below the navigation bar, the page is divided into two main sections. On the left, there is a sidebar with a list of teachers under the heading "Core". The teachers listed are: Dean Banks, Susanne Barris, Jon Barrow, Maria Beliz, David Bendo, Antonella Bernarg, Jeff Bernhardt, Olga Ciceros, Eric Cornillo, Jane Danker - already booked, Michael Depenna, Paul Derling, Allison Entelle, Louise Erbe, Lisa Fallon - already booked, Michael Fane, Kerri Free, and Vincent Goodspeed. On the right, there is a form titled "Choose Time" with a grid of radio buttons for selecting a time slot. The selected time slot is "2:50 PM - 3:00 PM", which is marked with a blue dot and a note: "you have an appt. at this time". Below the time selection, there is a section for "Suggested topics for conference" with checkboxes for "Grades", "Behavior", "Homework", and "Tests". At the bottom of the form, there is a text input field for "Enter specific questions" with a character count of "You have 100 characters left." and a "MAKE APPOINTMENT" button.

# Step 6c-Sorted According By the Students Teachers

## Schedule Appointments Part 2

- Click on a teacher.
- Choose an available time.
- Click the "Submit" button.
- Go back to **Step 5** and repeat

The screenshot displays the TeacherReacher web application interface. At the top, there is a navigation bar with the logo "TeacherReacher" and links for "MY ACCOUNT", "CONFERENCE SCHEDULER", "ADD CHILD", "SUPPORT", and "LOGOUT". On the left side, a sidebar lists teachers under the heading "DEPT ALPHA MY TEACHERS". The teachers listed are: Core (Lisa Fallon - already booked, Craig Lander, Meghan Miso, Gretchen Okios), Elective (Doreen Betio, Danielle Trinaz, Brian Willeman). The main content area shows a "Choose Time" section with a grid of time slots. The 2:50 PM - 3:00 PM slot is selected and marked as "you have an appt. at this time". Below this, there is a "Suggested topics for conference" section with checkboxes for "Grades", "Behavior", "Homework", and "Tests". At the bottom, there is a text input field for "Enter specific questions" with a character count of "You have 100 characters left."