



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.

Paul J. Gelinas Junior High School

Corinne Keane, Principal
Michael Jantzen, Assistant Principal

November 2020

Dear Parents and Guardians:

The district has scheduled the evening of **Wednesday, December 2nd, 2020, for Parent Teacher Conferences at P.J. Gelinas Junior High School, from 5:30pm until 8:30pm.** The purpose of these conferences is to provide time during non-school hours for parents or guardians to meet with their children's teachers.

Please be advised that we offer on-line registration for making these appointments to virtually meet with your child's teachers. Appointments are filled on a first come-first served basis. Appointments are scheduled every 10 minutes.

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

- We will use Teacher Reacher, an online conference manager system for the Parent Teacher Conference Night.
- In order to familiarize yourself with the Teacher Reacher program, parents will be able to create an account and link their student(s) to their account **beginning November 10th. The registration window for conference appointments opens on November 16th at 8:00 AM and closes on November 27th at 5:00 PM.**
- Please review the attached Step-by-Step Guide to Creating an Account, Linking Students and Scheduling an Appointment before accessing the Teacher Reacher website.

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

[Teacher Reacher Parent Login Link](#)

Each appointment will be no longer than 10 minutes. As we are using Google Meet for the virtual conferences, it is recommended that you use your child's Chromebook for the conference if you do not have your own personal Google account. Please respect the teachers' and the other parents' time schedule by logging in and ending the virtual meeting on time. The Parent-Teacher Conference Night will end promptly at 8:30pm.

As in the past, if you are unable to attend on the scheduled conference date or appointment 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, especially if you have serious concerns regarding your child's academic progress. If you are having trouble accessing the website or have any further questions, please call 730-4700 for assistance.

Sincerely,

Corinne Keane

Principal

M. Jantzen

Assistant Principal

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