

EASTPORT-SOUTH MANOR JR.-SR. HIGH SCHOOL

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JOSEPH A. STEIMEL
Superintendent of Schools



SAL ALAIMO, *Principal*
THOMAS R. DICK, *Assistant Principal*
JUSTIN GROVER, *Assistant Principal*
JEANNETTE KEICHER, *Assistant Principal*
JAMES P. MCCLINTOCK, *Assistant Principal*

November 5, 2021

Dear Parents/Guardians,

As you know, Parent-Teacher Conferences provide an excellent opportunity for you to meet with your child's teachers and strengthen the family-school team concept. We will hold **Virtual Parent-Teacher Conferences** on **Monday, November 22, 2021** at the times below.

Monday, November 22nd
Afternoon conferences - 12:40 – 3:15 p.m.
Evening conferences - 6:30 – 8:45 p.m.

Please note that on **November 22nd**, all students in the Junior-Senior High School will follow an **Early Dismissal** period schedule. This alternate period schedule will include all nine periods and allow for an **early dismissal** of students. The early dismissal will permit time for us to schedule afternoon conferences, in addition to our evening conferences.

All Parent-Teacher Conferences will be virtual. Parents/Guardians will need to use the "TeacherReacher" program to register for their parent/teacher appointments. You can access this program at a link on our website, www.esmonline.org, or directly at www.teacherreacher.com. If you have registered with **TeacherReacher** in the past, this account was maintained and is currently active for you to schedule appointments. If you have not already done so, **you must register** with **TeacherReacher** to set appointments with your child's teachers. *It is recommended that you set up your Parent Account as soon as possible.*

The registration for reserving conference times will begin on **Saturday, November 13, 2021 at 6:00 a.m.** and will conclude on **Thursday, November 18, 2021 at midnight.**

You will be permitted to schedule **six** appointments with Core Teachers, as well as set up **four** appointments with Elective Teachers. Each appointment is scheduled for five minutes. Parents/Guardians will be expected to honor the time limitations of individual sessions. In order for the maximum number of parents/guardians to benefit from these appointments, it is absolutely necessary that everyone abides by the "five minute" time frame.

Please be aware that teachers will not be able to honor any unscheduled appointments. The morning of your scheduled appointment you will receive an email providing you with an access link to open for your virtual meeting. *(Please refer to the snapshot provided)*



We are confident that the Parent-Teacher Conferences will be informative and productive. If you have any questions or concerns about scheduling, you may call our guidance department at 801-3271 / 3272 for assistance.

Sincerely,

A handwritten signature in black ink that reads "Sal Alaimo".

Sal Alaimo
Principal

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Follow us on  

Dear Parent,

This is a reminder that you have Parent-Teacher conferences on Monday, 11/22/2021.

Parent PTC Schedule				
	Core			
Date/Time	Room	Teacher	Student	Video Conf. Link
11/22/21 1:00 - 1:05		Alaimo	John Smith	Click Here
	Elective			
Date/Time	Room	Teacher	Student	Video Conf. Link
No Meetings Scheduled				

[Click Here](#) to log on and view your appointments.

Procedures for Parents

Step 1 – Create Account - You can create an account by filling out the form on the www.teacherreacher.com website:

- Select your school district
- Enter your first and last name
- Enter your email address
- Enter your password
- Check your email account for an activation email from admin@teacherreacher.com

Step 2 – Activate your Account

- Check your email account for an email from 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 as necessary

Step 4 – Schedule Appointments Part 1

- Click on the "Click to make appt." link under the Conference name
- Click the Scheduling Dates link to see when scheduling will be open (11/13/21-11/18/21)

Step 5 – 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 4 and repeat as necessary

