



Division Avenue High School
120 Division Avenue
Levittown, NY 11756-2997
(516) 434-7150



John Coscia, Principal

Daniel Fazio, Assistant Principal
Mark Curtiss, Guidance Chairperson

Sam McElroy, Assistant Principal
Christin Snow, Special Ed Chairperson

November 9th, 2022

Dear Parent/Guardian:

Parents and teachers will have a special opportunity to meet on Thursday, December 1st from 6:30PM-9:00PM to discuss your child's educational progress.

Parents/Guardians will use the "TeacherReacher.com" website found at <https://www.teacherreacher.com> to register for parent teacher appointments. Please use the tutorials on the Teacher Reacher website to assist in signing up for conferences. Below are the steps to follow to use the tutorial. *If you have used Teacher Reacher in the past, your account is still active and you do not need to create a new account. Simply log in and add any additional children to your existing account. There is no need to create a new account.

1. Go to www.teacherreacher.com
2. Click on "Support" at the top, and select "Tutorials" then "Parents."
3. Follow the steps to create a new account if it is your first time using the system and/or follow the directions to schedule appointments.

It is strongly recommended that you set up your Parent Account as soon as possible.

The registration for reserving conference times will begin on November 14th at 8 PM and close on November 27th at 8 PM. After the window is closed, you will not be able to schedule an appointment. When scheduling your conferences, please be certain to build in time to travel from one session to the next.

Time slots are limited, therefore appointments will be booked on a first come first serve basis. Each appointment is slated for four minutes. Parents/Guardians will be expected to honor the time limitations of individual sessions. Teachers will adhere to this time limit so that all parents will be able to keep their scheduled appointments. If you are late or miss your appointment, you can contact your child's teacher or guidance counselor at a later date.

We are confident that the parent/teacher conferences will be informative and productive. Please call the Assistant Principal's Office at (516) 434-7160 if you have any specific questions pertaining to parent registration and/or scheduling appointments.

The staff and I look forward to seeing you at our upcoming conferences.

Sincerely,

John Coscia
Principal