



LEVITTOWN PUBLIC SCHOOLS

Jonas E. Salk Middle School
3359 Old Jerusalem Road
Levittown, NY 11756
(516) 434-7350 - Fax: (516) 520-8479



John Zampaglione, Principal

Amy O'Grady, Assistant Principal

October 21st, 2024

Dear Parents/Guardians:

On **Thursday, November 7th 2024, from 6:30 p.m. to 9:00 p.m.**, we invite you to participate in Salk's Virtual Parent-Teacher Conference Night. We hope to use this opportunity to further open the lines of communication between our faculty and the parent community.

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.

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.

****Appointments must be made during the window of 6:00 a.m., Monday, October 28th, through 8:00 p.m. Friday, November 2nd. After November 2nd, no further appointments can be booked. ****

Time slots are limited, therefore appointments will be booked on a **first come, first serve basis**. You are welcome to make as many conference appointments as you see fit, but keep in mind that if your child has an 85% or more at this time, there is no obligation to set a conference appointment for that class. Each conference will be four minutes in length, so punctuality will be a must in order to keep the schedule running on time. Please be careful not to book back-to-back appointments (leave at least one time slot free between each appointment), as you will need time to switch *Google Meet* sessions.

Once your appointments are made, you will receive emails containing links to each teacher's *Google Meet*. When you log into the *Teacher Reacher* system on conference night, the links will be there for easy access. You can simply click on the link next to your appointment time, and it will direct you to the teacher's *Google Meet* session, where you will be placed in the "waiting room," and the teacher will admit you shortly thereafter.

If you have any problems with utilizing the *Teacher Reacher* system, please contact the guidance department @ (516) 434-7364.

The most effective way to ensure *Success for Every Student* is the collaboration between parents and teachers. Thank you for your anticipated support and cooperation. We look forward to a productive evening.

Sincerely,

John Zampaglione
Principal