



**THREE VILLAGE
CENTRAL SCHOOL DISTRICT**

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.

*Michael Jantzen, Principal
Dawn Nachtigall PhD, Assistant Principal
Chris Murphy, Dean of Students
351 Oxhead Road, Stony Brook, NY 11790*

November 4, 2024

Dear Parents or Guardians:

The district has scheduled the evening of **Wednesday, December 4, 2024, for Parent-Teacher Conferences at R.C. Murphy 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. Conferences are by appointment only.

Please read 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 18, 2024 at 9:00 a.m. and close at 3:00 p.m. on Wednesday, November 27, 2024. **The link is:** <https://teacherreacher.com/site/index.cfm>
- The link to access the Teacher Reacher Parent Guide is: <https://teacherreacher.com/tutorials/html/parenttutorial.cfm>
- **If you are a first-time user**, you need to create an account. This can be done at any time. However, you will not be able to schedule appointments until 11/13/24. **WE STRONGLY RECOMMEND THAT YOU CREATE AN ACCOUNT PRIOR TO 11/18/24.**
- **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 linked above. This can be done at any time however, you will not be able to schedule appointments until 11/18/24.
- Once the scheduling window opens, 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. Please reach out to your child's teacher directly to schedule a 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 730-4800 for assistance.

Sincerely,

Michael Jantzen
Principal

Dawn Nachtigall, PhD
Assistant Principal

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