



LEVITTOWN PUBLIC SCHOOLS

General Douglas MacArthur High School

3369 Old Jerusalem Road

Levittown, New York 11756

(516) 434-7225



Joseph Sheehan, Principal

Sam McElroy, Assistant Principal

Terence Ryan, Assistant Principal

Dear MacArthur Families,

Parents and teachers will have a special opportunity to meet in virtual conferences via Google Meet, on Thursday, November 6th from 6:30 PM - 9:00 PM 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.

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.

The registration for reserving conference times will begin on October 27th at 8 PM and close on November 3rd at 8 PM. After the window is closed, you will not be able to schedule an appointment. After you complete registration for specific meetings you will have a schedule of your upcoming appointments with a specific Google Meet link for each teacher.

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. If you have technical problems or miss your appointment, you can contact your child's teacher or guidance counselor at a later date.

To prepare for the virtual conferences we recommend that you ensure the following:

- The wifi signal is strong enough to conduct video conferencing.
- Your device will work for video conferencing.

We are confident that the parent-teacher conferences will be informative and productive. Please call the Assistant Principal's Office at (516) 434-7234 if you have any specific questions.

Sincerely,

Joseph Sheehan

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Principal