



# Manhasset Public Schools

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*Rich Roder  
Principal  
Manhasset Secondary School*

November 6, 2023

Dear Secondary School Families,

Our Parent/Teacher Conferences for Middle and High School will be held on Thursday, November 30, from 5:00 p.m. to 7:30 p.m. and Friday, December 1, during regular school hours.

**Beginning Monday, November 20, at 7:00 p.m., you will have access to [Teacher Reacher](#), our online conference scheduling tool. By clicking on the desired conference date, and then a teacher's name, you will be able to see which time slots are available. **Conferences will be nine minutes in length.****

Instructions outlining how to access your account and begin using *Teacher Reacher* are below.

You are encouraged to log into your account and add your child(ren) **prior to** the sign-up opening on November 20.

Upon securing appointments, go to the "My Schedule" tab to view your appointments. Each conference appointment will have a virtual "Click Here" link listed in the "Meeting Type" column. Click on the "Click Here" link when it is the date and time for the appointment; this will give you access to the virtual meeting with your child's teacher.

Once appointments are scheduled, please click on each teacher's Google Meet link under the "My Schedule" tab to join your virtual appointments on November 30 and/or December 1.

If you do not have access to a computer and need assistance, please call the Counseling Office prior to November 20 at 267-7511 (Middle School) or 267-7610 (High School). If you need technological assistance, please email [mpp@manhassetschools.org](mailto:mpp@manhassetschools.org).

Please note that Quarter 1 Report Cards will be posted to the Manhasset Parent Portal at 3 p.m. on Friday, November 17.

Thank you for your continued partnership.

Sincerely,

Rich Roder  
Principal

# Login:

## To Access Your Teacher Account

- Click the "Login" link at the upper right corner of the page
- Enter your email and password
- Use the **Forgot Password** link to reset your password if needed.
- Be sure to “Add” your student(s) to your account prior to November 20

**NOTE:** If parents have an existing Teacher Reacher account then parents do NOT need to create a new account using the “Sign Up” button.

However, if parents do not have an existing account, parents will need to click the “Sign Up” button to create an account.

The screenshot shows the TeacherReacher login interface. At the top, the logo 'TeacherReacher®' is followed by navigation links: 'Why TeacherReacher?', 'Support', 'About Us', and 'Sales Contact'. On the right side of the header, there are links for 'Login' and 'Sign Up'. A 'Tutorial' link is also visible in the top right corner of the main content area.

The central login form is titled 'Please Login' and contains the following elements:

- An 'Email:' label above a text input field containing 'TESTEMAIL@gmail.com'.
- A 'Password' label above a password input field with a toggle icon for visibility.
- A 'Login' button.
- Links for 'Forgot Password?' and 'Register'.

The footer section includes a 'READ MORE' link with an external icon, a 'Why TeacherReacher?' section with links to 'Tutorials', 'About Us', and 'Contact Sales', and 'Privacy' and 'Terms' links. Copyright information states: 'Copyright © 2022, TeacherReacher®. All Rights Reserved. TeacherReacher® is a product of PaperFree Concepts Inc. Ver. 3.0'. There is also a 'Select Language' dropdown menu and a 'Powered by Google Translate' notice.

# My Students:

## Add your student(s) to your account

- Enter Child's Name (as registered in the school district)
- Select the school- Manhasset Secondary School
- Enter the child's Student ID OR Date of Birth
- Click "Submit"
- Repeat to add additional students if needed
- You will see students that have been added display under Current Students at the bottom of the page.

NOTE: Appointments will not be able to be scheduled if a student is not added to your account.

### Manage My Students

#### Add Student

First Name

Last Name

School

Student ID

DOB

#### Current Students

Student	School	Grade
<input checked="" type="checkbox"/> Julia Student	Demo District / Demo Middle School	9

- Click on your student's name for the desired conference date(s)
- View appointment schedules for up to 6 teachers at a time
- Place a check next to the teachers' names
- Click the "Continue" button

**TeacherReacher** Why TeacherReacher? Support About Us Sales Contact TEST Logout

My Students My Schedule Schedule Appointments Important Messages

### Schedule Appointments [Tutorial](#)

Conference	Student	Core	Electives
TEST EVENT	TEST STUDENT	1 / 10	0 / 0

### Choose Teachers

You may select up to 6 teachers at once to manage scheduling. This can be done more than once to have an opportunity to schedule for all the teacher you need. Be sure to pick the top 6 most important first to have a better chance at getting your desired times.

Department Alphabetical


You have selected 6 / 6 teachers [Continue](#)





**CORE**

- T Angelini
- Susanne Barris
- Jon Barrow
- David Bendo
- Antonella/Lisa Bernarg/Fallon
- Olga Ciceros
- Eric Cornillo
- Larry Counselor
- Jane Danker
- Allison Entelle
- Louise Erbe
- Michael Fane
- Kerri Free
- Vincent Goodspeed
- Jennifer Helsly

# Schedule Appointments:

## Once permissions open, appointments can be scheduled

- Click on a time listed under a teacher's name to make the appointment
  - When a time slot is clicked, the appointment is confirmed
- If you choose a time by mistake, click the  icon to remove the appointment
- Click the "Done" button over towards the right once appointments have been made
- Repeat these steps to make additional appointments

Jon Barrow Core	Olga Ciceros Core	Eric Cornillo Core	Larry Counselor Core	Jane Danker Core	Louise Erbe Core
10/03/2022					
	1:00 PM		1:00 PM		
Yours  1:05 PM					
	1:10 PM		1:10 PM		
		Yours  1:15 PM			
					Yours  1:20 PM
				Yours  1:25 PM	
	1:30 PM		1:30 PM		

# My Schedule:

## View your schedule of upcoming appointments

- Be sure the “Virtual” Meeting Type is selected
- Each virtual appointment will have a link to click to access the meeting
- On the conference dates, click the “**Click Here**” link to join the virtual meeting for each appointment
- You can also delete your appointments if you no longer wish to meet with a teacher

### Upcoming Appointments

Julia Student

Event	Time	Teacher	Contact Info	Options
Sample Event	09/21/2022 7:00 PM	Antonella/Lisa Bernarg/Fallon	<input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone	<a href="#">Delete</a>
Sample Event	09/21/2022 7:05 PM	Allison Entelle	<input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone	<a href="#">Delete</a>
Sample Event	09/21/2022 7:10 PM	Larry Counselor	<input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone	<a href="#">Delete</a>

My Students My Schedule Schedule Appointments Important Messages <sup>1</sup>

### Upcoming Appointments

[Tutorial](#)

TEST STUDENT

Event	Time	Teacher	Meeting Type	Options
TEST EVENT	11/07/2022 8:00 AM	Sample Teacher	<input checked="" type="radio"/> Virtual <input type="radio"/> 11/07/2022 <a href="#">Click Here</a>	<a href="#">Delete</a>