

March 2019

Dear Holy Cross Parents and Guardians,

In order to facilitate reduced waiting time during Parent-Teacher-Student conferences, Holy Cross will be using TeacherReacher® to schedule April's P-T-S Conferences. The system will allow you to schedule your appointments with your child's teachers. By clicking on the teacher's name you will be able to see available time slots. If you have a specific concern about your child, there is a text box available for you to notify the teacher. Upon securing a conference time slot, please print the form(s) for each meeting which will give you the teacher's name, time, and room number. It is strongly recommend that you set up your parent account on TeacherReacher® as soon as possible by following the link on our homepage, [www.holycrosshs.org](http://www.holycrosshs.org).

Parents and Guardians can begin to schedule appointments on their own starting **Wednesday, March 13th at 5pm**. Please review your scholar's progress in Powerschool. If you do not have access to a device to schedule appointments, we will be available in the school's Library and Media Center on Wednesday, March 13th from 5-7pm.

TeacherReacher® will allow you to make appointments (5 minutes in length) to meet with your scholar's teachers. Please leave 5 minutes of travel time between your appointments. There should be enough appointment slots to meet most needs.

Parent/guardians will be expected to honor the time limitations of individual sessions. In order for the maximum number of parents/guardians to benefit from these appointments, it is absolutely necessary that everyone abides by their scheduled times. Please be aware that teachers will not be able to honor any unscheduled appointments. In addition, the times for scheduled appointments will be strictly followed. If you are late or miss your appointment, you may schedule a phone conference or in-school meeting for a future date. The system needs to be equitable and fair to everyone.

The scheduler will close on **Tuesday, April 2, 2019 at 10pm**. If you have any questions regarding your parent PowerSchool account or TeacherReacher® and the scheduling process, please contact Ms. Pirovolikos at [learning@myhchs.org](mailto:learning@myhchs.org) or 718-886-7250 ext. 576.

We look forward to seeing you at the upcoming conference.

Edward Burns  
Principal

Benjamin Howell  
Assistant Principal for Academics