



LONG BEACH MIDDLE SCHOOL

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www.lbeach.org

Jennifer Gallagher, Ed.D.

Superintendent of Schools

Lorie Beard

Principal

Keith Biesma

Vice Principal

Eliot Lewin

Vice Principal

October 29, 2021

Dear Parents/Guardians:

We will be conducting our Long Beach Middle School Parent Teacher Conferences via **TELEPHONE** from 6:00pm to 9:00pm according to the following schedule:

- Thursday, November 18, 2021 **(student last name's A-L)**
- Tuesday, November 23, 2021 **(student last name's M-Z)**

You may schedule a phone conference with your child's teacher(s) through the Online Scheduler™ beginning **Sunday, November 7, 2021, at 2am (EST)** - see the directions on the following page. The window to schedule appointments on-line will close on **Thursday, November 18, 2021 at 2am (EST)**.

Time slots are available on a first come, first serve basis. You are more likely to be scheduled for your preferred time slots if you submit your requests online at an early date. It is not necessary to schedule appointments with all of your child's teachers if you have had prior conversations, or do not feel a conference is necessary for a particular class. Once the Online Scheduler™ is closed no other appointments are available. If you need additional assistance setting up appointments, please call Ms. Vahey at 516-897-2154, prior to November 18, 2021.

When scheduling your appointments, we highly recommend you schedule **TEN minutes in between each appointment**. This will allow the teachers ample time to make their next phone call.

If you are unable to schedule a phone conference for this date, but still wish to communicate with your child's teacher, you are always welcome to email the teacher directly with your specific questions or concerns. An email communication or phone call can be a convenient and readily available way to touch base with your child's teacher.

Should there be a specific need for an in-person meeting, please complete the Google Form ([HERE](#)) to request an appointment with a particular teacher(s) and we will contact you to schedule an appointment on a date after November 23, 2021. Please note that in-person meetings will be scheduled during the school day when the teacher has availability. There are no in-person appointments on the days of Parent Teacher Conferences.

Anytime you have a concern regarding your child, do not hesitate to call. As always, we believe that communication between home and school is a critical element in your child's success.

Sincerely,

Lorie Beard

Lorie Beard

Principal

TO SCHEDULE YOUR APPOINTMENT ONLINE:

1. Go to the district website (www.lbeach.org). Click on Schools and select Long Beach Middle School.

2. Click  icon.

3. Click GO next to “Long Beach Middle” on the Online Scheduler homepage.

4. Click on the “LOGIN” icon, enter the school password is **lbm\$**.

5. SELECT THE CORRECT DATE: November 18, 2021 (A-L) or November 23, 2021 (M-Z)

6. Enter the student’s ID number. If you do not know the Student ID, use the LOOKUP STUDENT ID button to find the ID.

7. Verify the student’s birth date.

8. A list of your student’s teachers will be displayed. Check the box next to the names of the teachers with whom you would like to conference with.

Note: If you have more than one student in the school, you can see all of their teachers’ schedules at one time by answering YES to the question, “Do you want to schedule conferences for another student?” If you only have one student, answer NO to that question.

9. You will then see the available time slots for each teacher you have selected.

10. Select the times that work best for your schedule. Your appointments must be scheduled so that you allow **TEN minutes in between each appointment**.

11. Enter your email address (recommended) if you would like an email reminder sent to you.

12. Write down the Confirmation Number (you will need this number if you wish to cancel/change any appointment)

*Please be aware that your cell phone number will be used for the conferences. If you prefer to use a different phone number (home or work), after you receive confirmation of your booked appointments, please email the teacher with the phone number you prefer.