Dear Parents/Guardians:

This year’s **LHS PARENT-TEACHER CONFERENCES** will take place on:

- **November 21st**: 6:30 p.m. to 8:30 p.m.
- **February 6th**: 6:30 p.m. to 8:30 p.m.

Please schedule your appointments online from: **Friday, November 15th – Tuesday, November 19th.**

**NOTE:**

1) This will be the only opportunity to schedule appointments for November and/or February.

2) **Since appointments often fill up on the first day,** please ensure that you schedule your conferences as early as possible.

3) If you do not have access to the Internet at home, computers are available at Lindenhurst Memorial Library.

4) Online appointment instructions are located below this letter.

If you have any questions, please contact Ms. Flannelly, Assistant Principal, at (631) 867-3770 or lflannelly@lufsd.org.

Sincerely,

Dr. Candice Brodie
Principal
L.H.S. Parent-Teacher Conferences
November 2019 / February 2020

IMPORTANT NOTICE:
AFTER YOU COMPLETE STEP H BELOW, YOU MUST ENTER YOUR EMAIL ADDRESS TO RECEIVE REGISTRATION CONFIRMATION NUMBER.
If you lose your confirmation number, you must contact support@canyoncreeksoftware.com.
*Remember to check your spam mailbox in case the e-mail does not arrive in your inbox.*

Step-By-Step Parent/Guardian Instructions

1. Between November 15th and November 19th visit the school website (www.lindenhurstschools.org).

2. Go to the drop down list under “OUR SCHOOLS”. Click on “HIGH SCHOOL”.

3. Select the Online Scheduler icon/ link on the bottom left of the page.

4. From the Online Scheduler Home Page:
   A. Choose Lindenhurst H.S. from the drop down list, then click “GO”.
   B. Enter the school password (lindy)
   C. Enter your child’s “Student ID”. If you do not know the Student ID use the LOOKUP STUDENT ID button to find the ID.
   D. Verify your child’s birth date.
   E. A list of your child’s teachers will be displayed. Check the box next to the name of each teacher with whom you would like to meet. IMPORTANT: WE DO NOT HAVE TEACHER TEAMS. PLEASE SCHEDULE TEACHER APPOINTMENTS INDIVIDUALLY.
   F. You will be prompted to answer the question: “Do you want to schedule conferences for another student?”
      If you only have one child in the school, answer “NO” to that question.
      If you have more than one child in the school, you can see all of your children’s teachers’ schedules at one time by answering “YES” to that question. You must then repeat the steps above for your other child/children.
   G. You will then see the available time slots for each teacher you selected.
   H. Select the times that work best for your schedule.
   I. Once you have finished, you must confirm your appointment by adding your e-mail and then printing your conference schedule.