



LINDENHURST UNION FREE SCHOOL DISTRICT

LEADERSHIP . HONOR . SCHOLARSHIP

Lindenhurst High School . 300 Charles Street . Lindenhurst, N.Y. 11757

Tel: 631-867-3700 Fax: 631-867-3708

Dr. Clinton Grant
Principal

Matthew Boccanfuso
James Campbell
Linda Flannelly

Daniel Noviello
Nancy Scaccia
Assistant Principals

November 2018

Dear Parents/Guardians:

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

November 29th: 6:30 p.m. to 8:30 p.m. AND **February 7th**: 6:30 p.m. to 8:30 p.m.

Please schedule your appointments on the Internet (using the attached instructions) on the following dates:

November Conferences: Log in **Thursday, November 22nd – Monday, November 26th**

February Conferences: Log in **Friday, February 1st – Tuesday, February 5th**

NOTE: Since appointments often fill up on the first day, please ensure that you schedule your conferences as early as possible. If you do not have access to the Internet at home, computers are available at Lindenhurst Memorial Library. Also: Report cards can only be viewed through the Parent Portal (unless a written request for a physical copy was previously submitted to your child's Guidance Counselor.)

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

Sincerely,

Dr. Clinton Grant
Principal

L.H.S. Parent-Teacher Conferences
November 2018 / February 2019

Step-By-Step Parent/Guardian Instructions

1. **Between November 22nd and November 26th or between February 1st and February 5th** 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 can confirm your appointment details and print your conference schedule.

IMPORTANT NOTICE:



LINDENHURST HIGH SCHOOL DOES NOT HAVE ACCESS TO CONFIRMATION NUMBERS.

If you lose your confirmation number, you must contact support@canyoncreeksoftware.com. In order to avoid this time-consuming process, please remember to ENTER YOUR E-MAIL ADDRESS so that an e-mail reminder of your confirmation number will be sent to you. Remember to check your spam mailbox in case the e-mail does not arrive in your inbox.