TEANECK COMMUNITY CHARTER SCHOOL

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January 20, 2021

Dear TCCS Community,

Please note that the second round of Parent-Teacher Conferences for the 2020-2021 school year will take place on Thursday, February 4 from 1-4pm and from 5-8pm. These conferences will be conducted VIRTUALLY over Zoom.

Reservations for Parent-Teacher Conferences can ONLY be made online via the TCCS parent portal (sorry... telephone reservations will not be accepted) and are booked on a first come, first served basis. Online reservations can be made up until Wednesday, February 3.

Please refer to the attached step-by-step guide to booking your conferences online using the TCCS Parent Portal.

Please note: If there are no available conference blocks for a teacher or you are unable to make it to parent-teacher conferences on February 4, please contact your teacher(s) to schedule an appointment to meet at another time.

NOTE: As these are mid-term conferences, you will not be receiving a report card at this time. However, if your student is in grade 3-8, please be sure to review the "Progress Reports" tab in the parent portal prior to your conference.

Thanks and Best Regards,

Ralph Gallo
Lead Person / Director

TCCS Parent-Teacher Conference Online Reservation Instructions

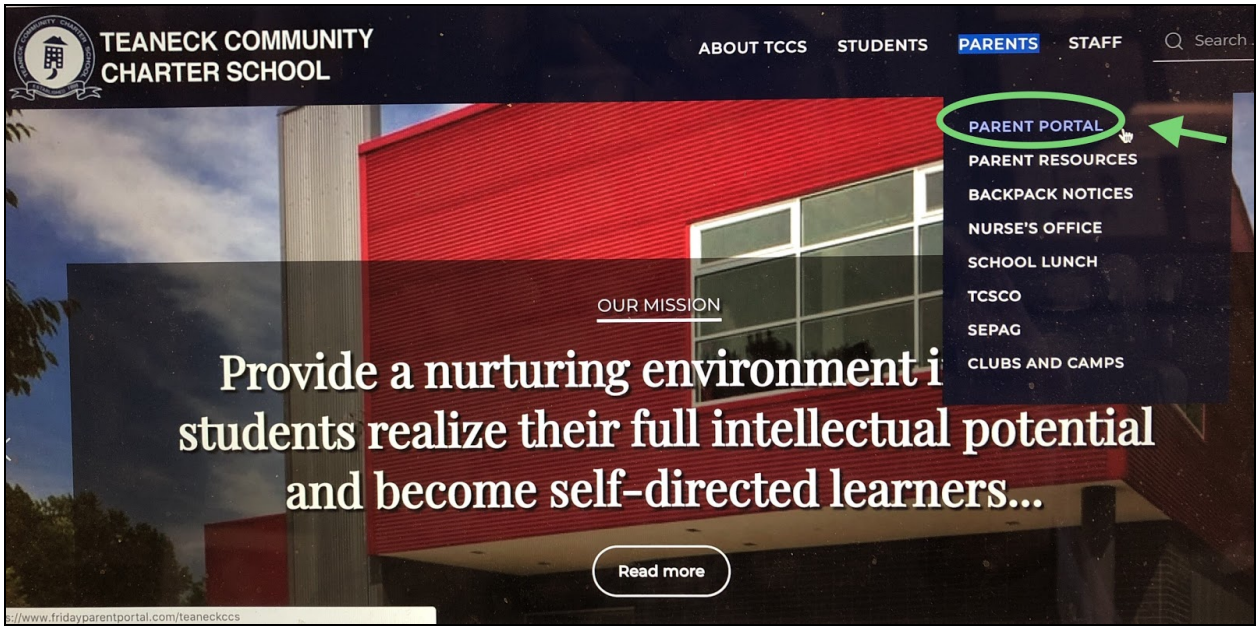
Parents…

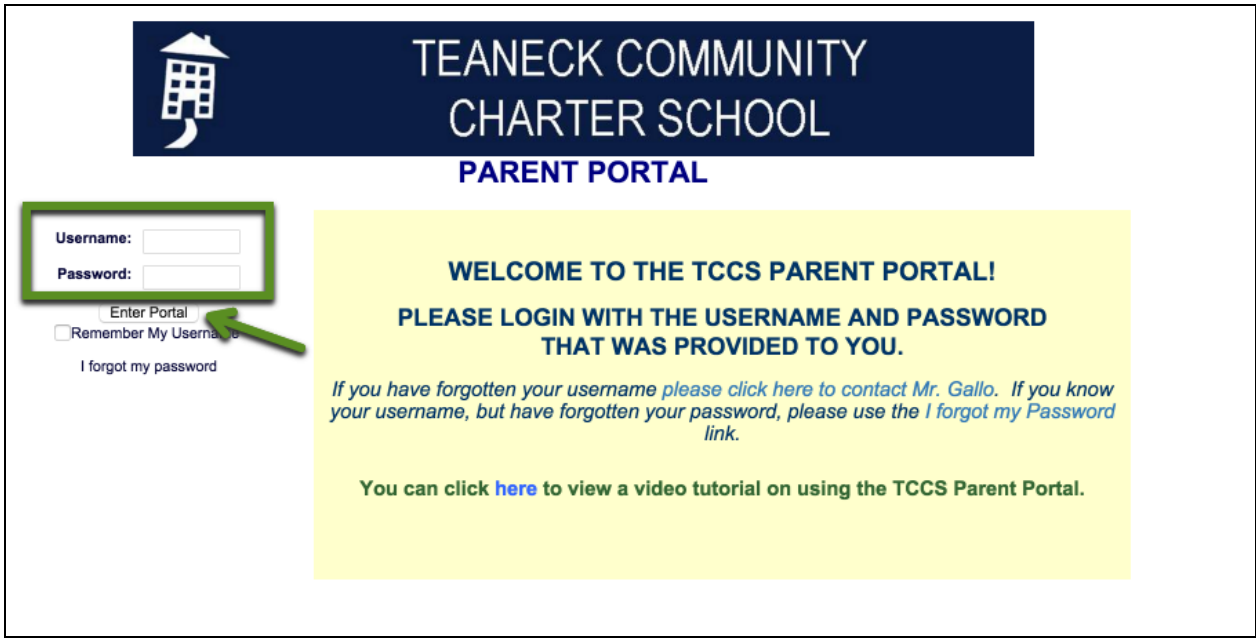
Please follow these steps to reserve your Parent-Teacher Conferences online using the TCCS Parent Portal. Feel free to contact me at rgallo@tccsnj.org with any questions or concerns.

-Mr. Gallo

STEP 1

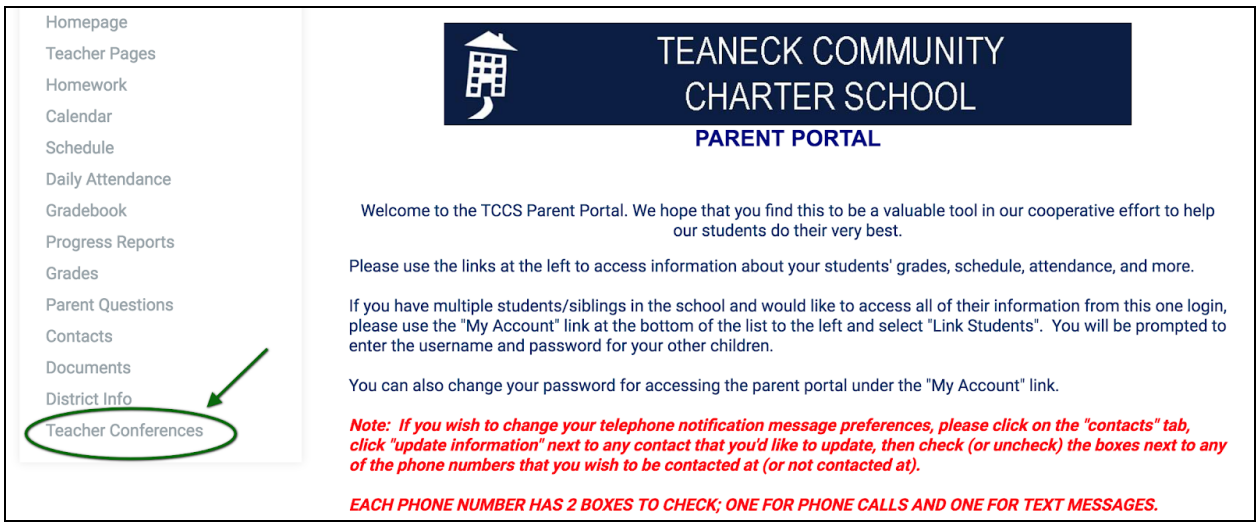
Visit the TCCS Parent Portal login page using the link on the TCCS website (www.tccsnj.org) and type your username and password to enter the portal.





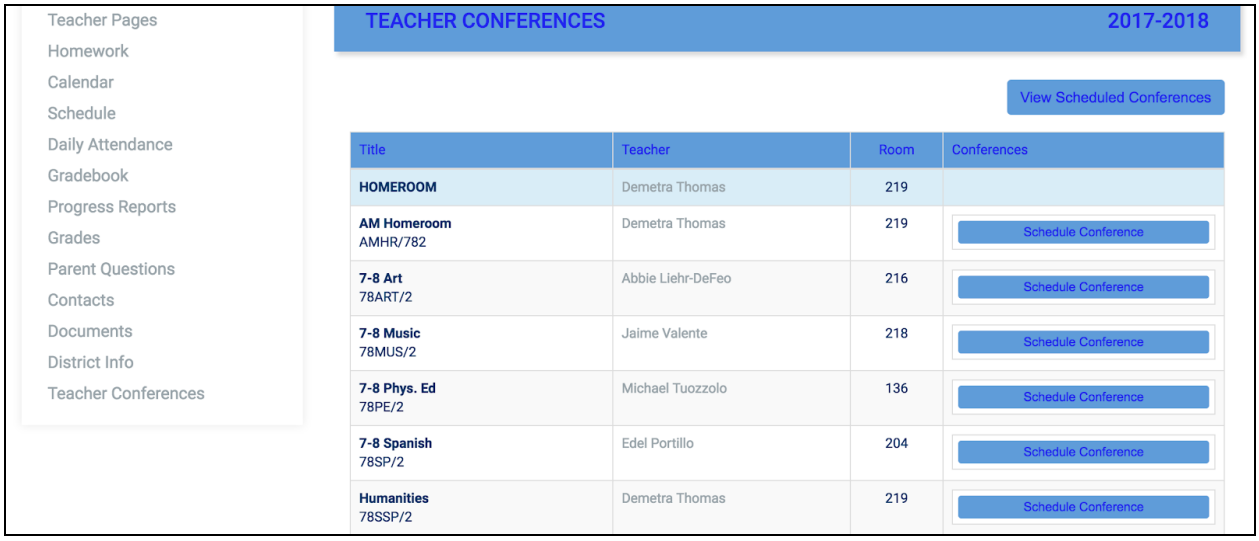
STEP 2

Once logged into the parent portal, click on the “Teacher Conferences” link.



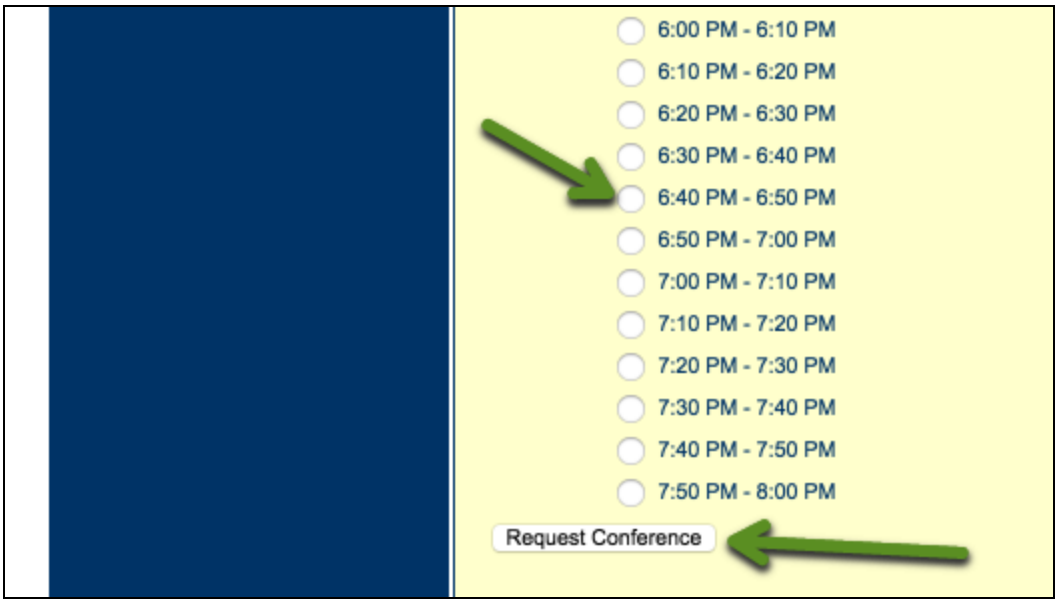
STEP 3

Use the “Schedule Conference” link for each teacher you’d like to meet with. *Note: You can only meet with each teacher once per student.*

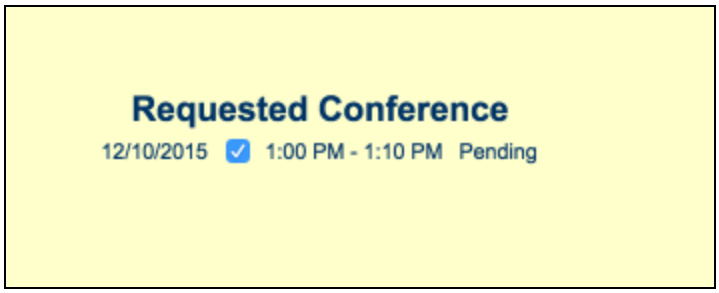


STEP 4

Select an available conference time from the list and click the “Request Conference” button.



After clicking the button, you will see a “Requested Conference” confirmation show up on the page. It will initially say “Pending”, but it will eventually change to “Confirmed”. Regardless of what it says, your reservation is saved and no other parent can take that time.



STEP 5

Go back to the “Teacher Conferences” tab and repeat the reservation process for each teacher that you want to meet with.

STEP 6

Once you have booked all of your conference reservations, click on the “View Conference Schedule” link to view a summary of all of the conferences you have scheduled. For your convenience, you can print this report to bring with you on the day of your conferences.

Please note: If there are no available conference blocks for a teacher or you are unable to make it to parent-teacher conferences on the date or time being offered, please contact your teacher(s) to schedule an appointment to meet at another time.

Again, if you have any questions or concerns, please contact me at rgallo@tccsnj.org and I will be happy to assist.

Thank You!