



*Building Bridges for today's students to cross into tomorrow's world with equity, innovation and optimism*

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October 23, 2020

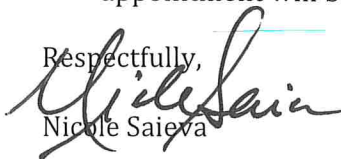
Dear Parent or Guardian,

We are pleased to report that we will continue to use TEESO to schedule parent teacher conferences at the high school. This web-based program will enable you to create an account and schedule times with each of your child's teachers. Parent teacher conferences are scheduled for November 19 and December 3 from 6:00-8:30 PM. Conferences will be conducted in a virtual format using Zoom. You will be able to schedule appointments from October 28 until November 13, but please note that appointments will be scheduled on a first come, first served basis.

Please visit <http://www.TEESO.com/nps> at your earliest convenience to set up your account prior to October 27. By following the directions below, you should be able to access the system and activate your account. If you experience difficulty or cannot access a computer at home, work, or at the library, please call the high school main office staff for assistance at (845)353-7105. We are happy to help.

1. Go to [www.TEESO.COM/nps](http://www.TEESO.COM/nps)
2. You will be taken to a login page which will include your email address as your username and a field to enter a password which is "Nyack" until it's changed by you.  
User Name:                      Email address as per school records  
Password:                      "Nyack" (TEESO is case sensitive)
3. Once you log in, you will be taken to "My Home Page". This is where you will reset and enter a new password.
4. Once you have reset your password, you will find "Conferences" on the left-hand navigation menu. Select high school as your school of choice if necessary. Click on "NHS Conferences". "Sign-Up" will appear. Click on this and you will be provided with access to your child's teachers.
5. Select the day you would like to attend conferences, the teachers you wish to meet, and the time of each appointment. Parents and guardians with more than one child need to select each child's conferences individually.
6. TEESO will only permit you to schedule one five minute meeting with each teacher per child. If you have reason to meet with one or more of your child's teachers for longer than the allowed time, please contact the teacher directly or your child's counselor to schedule a parent meeting.
7. If you need to cancel your scheduled appointments for any reason, please log back in and click "Current Schedule for Parent" and select "Yes, take me off". Your scheduled appointment will be canceled and you will be able to reschedule at this time.

Respectfully,



Nicole Saieva

*Si ou bezwen enfòmasyon tradui an kreyòl, rele Jocelyne Abraham nan 353-7044  
Si le hace falta información traducida en español, llame a Yesenia Polanco 353-7042*