

FEBRUARY 2012 PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will take place February 15-17, 2012. We will conduct conferences on the following dates:

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| Wednesday, February 15 afternoon | 12:45 p.m. – 3:00 p.m. |
| Wednesday, February 15 evening | 5:00 p.m. – 7:45 p.m. |
| Thursday, February 16 afternoon | 12:45 p.m. – 3:00 p.m. |
| Thursday, February 16 evening | 5:00 p.m. – 7:45 p.m. |
| Friday, February 17 morning* | 8:30 a.m. – 11:00 a.m. |
| Friday, February 17 afternoon* | 12:00 p.m. – 3:00 p.m. |

* *Only teachers unable to attend evening conferences will be available during the day on Friday.*

The Pick-A-Time Conference Scheduling System will be turned on Tuesday, January 31, 2012 at 6:00 p.m. Your child's student ID number is required to access the Pick-A-Time conference scheduling system. Your child's student ID number may be found on his/her report card that is coming home on January 30th or may be requested, in person, from the Mayfield Woods Student Services Office.

There is a three (3) conference limit per student until 8:00 a.m. on Thursday, February 9th at which time conference limits will be lifted and parents can schedule as many conferences as they choose given the remaining slots available. All conferences will be 10 minutes in length with 5 minutes of travel time and will take place in the room identified in Pick-A-Time.

The Pick-A-Time Conference Scheduling System may be accessed (1) by selecting the Mayfield Woods Pick-A-Time link from the HCPSS website (www.hcpss.org); (2) by selecting the Pick-A-Time link on the Mayfield Woods website (<http://mwms.hcpss.org>); or (3) directly @ <http://www.pickatime.com/schedule.jsp?ven=11600669>. Directions for using Pick-A-Time are also available on both the HCPSS and Mayfield Woods websites. It is to your benefit to schedule your conferences early as appointments fill up quickly.

You may access the Pick-A-Time Conference Scheduling System to schedule or cancel your appointments until Monday, February 13, 2012 at 11:59 p.m. After February 13th, please contact the Mayfield Woods Student Services Office at 410-313-5025 when conference cancellations are necessary.