

# HARPER'S CHOICE MIDDLE SCHOOL

5450 Beaverkill Road • Columbia, MD 21044 • 410-313-6929 • (F) 410-313-5612 • [www.hcpss.org/hems](http://www.hcpss.org/hems)



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A National PTA “School of Excellence”

November 1, 2017

Dear HCMS Parents/Guardians:

Parent/teacher conferences are scheduled for November 20-22, 2017. This fall, parents/guardians across the school system will be using the Synergy Conference Management to schedule parent-teacher conferences online. Synergy Conference Management provides a simple user interface and easy navigation. To schedule your conferences, you will log into your **HCPSS Connect** account.

The scheduler will be opened beginning Friday, November 10 at 8:00 a.m. and will remain open through Friday, November 17 at noon. In order to give as many parents as possible the opportunity to conference with teachers, a **four (4) conference per student limit** is necessary. It is to your benefit to schedule your four (4) conferences per student early, as appointments fill up quickly.

Please access the **attached guide (on the back of this letter) for step-by-step instructions** for scheduling parent-teacher conferences. After November 17, please contact Kristy Martorana at 410-313-6931 or [kristina\\_martorana@hcpss.org](mailto:kristina_martorana@hcpss.org) when conference cancellations are necessary.

Parents/Guardians without online access may contact the Harpers Choice Office of Student Services at 410-313-6931 for assistance in scheduling conferences. All conferences will be 15 minutes in length and will take place in the room identified when scheduling.

Harper’s Choice Middle School will conduct conferences on the following dates:

<b>Monday, November 20 afternoon</b>	<b>12:30 p.m. – 3:00 p.m.</b>
<b>Monday, November 20 evening</b>	<b>4:00 p.m. – 7:30 p.m.</b>
<b>Tuesday, November 21 afternoon</b>	<b>12:30 p.m. – 3:00 p.m.</b>
<b>Tuesday, November 21 evening</b>	<b>4:00 p.m. – 7:30 p.m.</b>
<b>*Wednesday, November 22, morning</b>	<b>8:00 a.m. – 11a.m.</b>
<b>*Wednesday, November 22 afternoon</b>	<b>12 :00p.m. – 2:45p.m.</b>
<b><i>*Only teachers unable to attend evening conferences will be available during Wednesday.</i></b>	