

HARPER'S CHOICE MIDDLE SCHOOL

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A National PTA "School of Excellence"

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Dear HCMS Parents/Guardians:

Parent/teacher conferences are scheduled for February 4-5, 2016. This winter, 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 Monday, January 25 at 8:00 a.m. and will remain open through Wednesday, February 3 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. You may schedule or cancel your conferences until Wednesday, February 3 at 8am. After February 3, please contact Kristy Martorana at 410-313-6931 or 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:

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| Thursday, February 4 afternoon | 12:30 p.m. – 3:00 p.m. |
| Thursday, February 4 evening | 4:00 p.m. – 7:30 p.m. |
| Friday, February 5 morning | 8:00 a.m. – 11:30 a.m. |
| Friday, February 5 afternoon | 12:00 p.m. – 3:30 p.m. |
| <i>*Only teachers unable to attend evening conferences will be available during the day.</i> | |