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Dear Parents and Guardians:

The teachers at Hammond Middle School are looking forward to meeting with you during our Parent/Teacher Conferences that will take place February 6, 7 & 8. We will continue to use the *Pick-A-Time* program. Parents with internet access will be able to schedule and print their own parent/teacher conferences. Accessing this program is easy, simply click on the scheduling link on Hammond Middle's website (<http://www2.hcpss.org/hms/default.html>). Specific easy to follow directions will also be posted on the website. We are not imposing any limitations on how many conferences parents would like to schedule. We will conduct conferences during the following dates and times:

Wednesday, February 6 12:15-3:30 p.m. and 4:30-6:30 p.m.

Thursday, February 7 12:15-3:30 p.m. and 4:30-6:30 p.m.

Friday, February 8* 8:00-11:00 a.m.–12:00-3:00 p.m.

***Only those teachers who are unable to attend evening conferences will be available Friday.**

All conferences will be 15 minutes total (includes travel time) in the teacher's assigned classroom. **The Pick-A-Time Program** can be accessed at your convenience **beginning Wednesday, January 30, at 6:00 p.m.** **You will be able to access this program to schedule or cancel your appointments through Sunday, February 3, 11:59 p.m.** After that date (and time), the scheduling of conferences will be closed, however, you may cancel any appointments by calling 410-880-5830.

For those who have an established account using Pick-A-Time you will not need your child's student ID number. The Student ID number can be found on the copy of their class schedule complete with internet directions for both new and/or established accounts. We will be sending this home the week of January 22. Unfortunately, a Student ID number cannot be given over the telephone. Parents without internet access can call Thursday, January 31, 10:00 a.m – 3:00 p.m. to schedule appointments.

If your child has a resource teacher not listed in the Pick-A-Time program, please call the school and speak directly to that teacher to schedule an appointment. All conferences are scheduled on a first-come basis.
