



## OAKLAND MILLS MIDDLE SCHOOL

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November 12, 2014

Oakland Mills Middle School uses an on-line, Internet program called *PickATime* to schedule parent/teacher conferences. Parents have on-line access to schedule all their parent/teacher conferences and will be able to print out a schedule of their appointments and have an email reminder sent to them. To access this program, please click on the scheduling icon on the HCPSS website at [www.hcpss.org](http://www.hcpss.org) on **November 12, 2014 starting at 5:00pm.**

This program is easy to use and can be accessed at your convenience from **Wednesday, November 12, 2014 at 5:00pm through Friday, November 21, 2014 at 3:00pm.**

Conferences are scheduled on November 24-26 and are scheduled for fifteen minutes with the staff members selected. *PickATime* does not allow scheduling of group conferences. If you would like to meet with all of your student's teachers at one time, please contact Ms. Bright to schedule a date and time. When scheduling conferences, be certain to build in travel time from one conference to the next as it is important to stay on schedule. Each parent may initially schedule appointments with three teachers. **After November 20, the limits will be removed** and parents may schedule as many additional conferences as are available during the last two days of the scheduling window.

In order to access the program, you will need your child's Student ID number, which is on their report card. Unfortunately, a Student ID number cannot be given over the telephone. If you do not have your child's Student ID number, please **stop by the Counseling Center. Please bring a picture ID.**

We will host a *PickATime* workshop for parents who would like help with the program, or do not have access to the Internet. This help session will take place on Monday, November 17, 2014, please call Ms. Bright to set up a time for this help session.



To access information on how to use *PickATime*, go to the HCPSS website at [www.hcpss.org](http://www.hcpss.org). Once there, look for the *PickATime* icon at the bottom of the home page. Below the icon there are links to video instructions, and documents in English, Spanish and Korean.

We look forward to seeing you during conference week. Should you have any questions or require assistance, please contact Angela Bright, Counseling Center secretary, by calling 410-313-6940 or via email at [angela\\_bright@hcpss.org](mailto:angela_bright@hcpss.org).

Kathy Orlando  
Principal

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