

Subject: Fall Parent-Teacher Conferences Reminder

Date: Friday, November 15, 2019 at 5:08:19 PM Eastern Standard Time

From: Ellicott Mills Middle School

To: Jennifer Johnson



Ellicott Mills Middle School

The Registration is set to **CLOSE** Sunday, November 22 @ 11:59pm

Parent-Teacher conferences will be held Monday, November 25th through Wednesday, November 27st. The conference sign-up will open on Monday, November 11th (at 12:01am) and close on Friday, November 22nd (at 11:59pm). A short video to help you navigate this is available here: <https://youtu.be/QcMwkklgkls> or directions are below, as well.

HOW TO REGISTER FOR A CONFERENCE

1. Log into HCPSS Connect.
2. In the Navigation pane, select **Conference** and click the **Parent Scheduled Conferences** link in the top right corner to schedule conferences.
3. Select a time option for each class listed. The conference will be saved automatically. Once you select a time option, all other time options for that class will become unavailable.
4. To select a different time option, clear the first checkbox and select a new option.
5. If you have more than one child, select the next child in the banner across the top.

NOTE: Keep in mind the conference times you selected for your first child when selecting conference times for any additional children.

HOW TO VIEW YOUR CONFERENCE SCHEDULE

1. In the HCPSS Connect Navigation Panel, select **Conference Scheduling > View My Conference Schedule**.
2. Click the **View My Conference Schedule** link. A page displays listing all of the conferences for your child.

Connect with Us:

**Address**

4445 Montgomery Road
Ellicott City, MD 21043

**Phone**

410-313-2839

**Website**

emms.hcpss.org

**Twitter**

[@hcpss_emms](https://twitter.com/hcpss_emms)

Howard County Public Schools would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Howard County Public Schools directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](#)

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.