

**GMS PARENT TEACHER CONFERENCES**  
**Wednesday, November 11, 2015**  
**Pre-scheduled Conferences 1:00 pm to 4:30 pm**  
**Walk-in Conferences 5:00pm to 7:00 pm**

**GMS Parent Conference Structure**

GMS Parent Teacher Conferences, will be taking place on Wednesday, November 11<sup>th</sup>. The first part of the day from 1:00-4:30 PM will be devoted to pre-scheduled conferences and the evening hours from 5:00-7:00 PM will be devoted to walk-in conferences.

**Pre-scheduled Conferences**

Pre-scheduled conference slots will be available from 1:00 pm to 4:30 pm on Wednesday, November 11<sup>th</sup>. Parents can sign up for a conference slot on-line by accessing the GMS website. If you do not have internet access or if you have any problems signing up for a conference, please contact the counseling office, at 301-840-4567 or email Michael\_Ryan@mcpsmd.org for 8<sup>th</sup> grade, Carol\_R\_Johnson@mcpsmd.org for 7<sup>th</sup> grade and Joanne\_H\_Moaadel@mcpsmd.org. Counselors can schedule a conference for you, if needed, or you can choose to attend the walk-in conferences in the evening.

On-line conference scheduling can be accessed from the home page of the GMS website. Sign-up sheets are organized by department, and a list of teachers will be displayed by each department sign-up. On-line scheduling will be available starting Wednesday, October 28 until midnight on Sunday, November 8.

If there are no conference slots left available for your child's teacher, leave your name and contact information on the on-line Waiting List for the teacher. Someone from the school will contact you to set up an alternative time for you to speak with the teacher.

**Walk-in Conferences**

Walk-in conference slots will be available from 5:00 PM to 7:00 PM on Wednesday, November 11<sup>th</sup>. These conferences will be offered on a first come first serve basis. Sign-up sheets will be posted outside the classrooms starting at 4:30 PM on November 11<sup>th</sup>. These times cannot be reserved in advance.

If all conference slots are full for your child's teacher, you may sign up on the teacher's waiting list. Someone from the school will contact you to set up an alternative time for you to speak with your child's teacher.

**Helpful Hints to Prepare for your Conference**

**PRIORITIZE** – Each student may have seven teachers, and you may not be able to schedule a conference with each one of his/her teachers. Prioritize which conferences are most important to you, and plan accordingly. Be flexible. If you cannot speak with one of his/her teachers, perhaps a conference with another teacher will be helpful.

**PREPARE** - Prepare in advance any questions you may have for your child's teacher. Check grades on Edline before the conference date so that conference time can be used as efficiently as possible. Conferences are limited to 10 minute slots, so if you have something more extensive to discuss with a particulate teacher, it would be a good idea to schedule an appointment on a different date when more time can be made available.

**PARTICIPATE** - One or more parents are welcome to participate in your parent teacher conference. If you so choose, you can also bring your student along with you to participate in the conference. The decision about whether to involve your child is left up to the family.