



# *Special Tuesday Flier*

September 22, 2008

Dear MMCA Families,

Welcome to this ***SPECIAL EDITION Tuesday Flier***. I have two items that I need to give you a 'heads up' on:

## **MMCA Goal Setting Conferences Coming Up!**

This year, we are experimenting with a mandatory goal setting conference in the early fall, versus our normal parent-teacher conference in mid-November. We want to use this as an opportunity to get parents and teachers 'on the same page' much earlier within the school year.

How to schedule your child(ren)'s conference:

1. go to our website,  
<http://www.mmcharter.org>
2. Click on the "Online Scheduling for Goal Setting Conferences Link"
3. At the elementary schools tab, scroll through and select "Maria Montessori Charter Academy" and press "Go"
4. There will be a prompt for a school password; the password is MMCA
5. The next screen will ask you to "enter the student's id"; we are NOT giving out student ID's. Instead, we want parents to press the "Look up student ID" button.
6. After pressing the "look up student ID" button, you will be prompted to enter your child's first name, last name, and birthdate and then press "Look up".
7. After your child has been identified, the program will ask you to do two things:
  - a. Select the classroom you want to schedule the conference for (note: ALL of our classrooms are listed by color names, not teacher names); and
  - b. If you have multiple children that you want to schedule a conference for, it will give you the opportunity to look

- c. up the next child (this will give you the opportunity to see multiple classroom conference schedules listed next to each other, making it convenient for your scheduling)
8. The program will take you through a couple of self-explanatory calendar screens, and your conference will be scheduled.

If you are having issues with the software program, you have two alternatives to schedule your conference:

- a. You may come into the office to use one of our computers to schedule your conference
- b. You may call Mrs. Brown at 630-1510 from 9a-11a for the next week, and she can assist you with scheduling the conferences

The conferences start in less than two weeks; please begin scheduling ASAP!

## **MMCA Mascot Selection**

The MMCA PTA, in an effort to have our new school mascot officially selected by the Fall Harvest Festival, has a posted an on-line web poll with 3 possible mascot choices for the 'new' school. We are going to be giving the students a ballot (and the opportunity to 'write-in' other choices) next week as well. This on-line web poll is an opportunity for MMCA parents & staff to give their input into the mascot selection as well. Voting will be available for the next week.