



# MILLENNIUM MIDDLE SCHOOL

Kelly Gallagher, Principal  
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Dear Millennium Community:

**Parent/teacher conferences are Thursday, October 19 from 3:00 to 9:00 p.m.** We will once again be using an online scheduling program utilizing a service provided by PTC Wizard, which will allow you to schedule your own parent/teacher conferences with each of your child's teachers.

**To access the scheduling program:**

- Go to the Millennium website at [http://www.slcs.us/schools/millennium\\_middle\\_school/index.php](http://www.slcs.us/schools/millennium_middle_school/index.php)
- Open the Parent Teacher Conference link on the main page of the website.
- Use the registration form. If you registered last year, you should be able to login using your email and password. You can hit the "Forgot Your Password" button if you forgot your password.
- Follow the directions on the screens that follow in order to choose available time slots for each of your child's teachers that you would like to see. **Please remember to schedule a 4 minute window between each conference to allow for travel time between teachers.**
- Please be sure to include your student's name when you schedule an appointment. You will need to go to my "account" and add your child. It may not prompt you to do so.
- Once your conference schedule has been completed, you can have an electronic copy emailed to you.

*The window of time to schedule will open Sunday, October 1 at 5:00 p.m. and will close Thursday, October 19 at noon. Parents are encouraged to schedule early for the most availability.*

The following teachers work at MMS and another building, which means they will not be at our conferences for all six hours. (Arao-Hansen, Fransee, Kallil, Kilbourn, Middaugh, Rohde, Saunders, Shi, Vincent, Watson, and Wells)

*Please note that teachers will be available to see only those parents who have scheduled a conference time through the PTC Wizard.*

**All teachers will be located in either the gym or large cafeteria. Also note that our counselors and social worker will be available to meet with parents, but are not listed in the computer system and they will be located in the counseling office.**

If you have any questions regarding how to use the system feel free to send an e-mail to Mrs. Gallagher at [gallagherk@slcs.us](mailto:gallagherk@slcs.us) or call the school at 248-573-8200.

We look forward to seeing you at the Parent-Teacher Conferences. Remember, you can always call or email your child's teachers at your convenience. Staff voicemail numbers and email addresses are on our school's website.

Sincerely,

Kelly Gallagher  
Principal

An AdvancED Accredited School

*Through shared accountability, the Millennium Middle School community is committed to preparing all students with the academic foundation and habits of mind necessary to be constructive, contributing members of society.*