

Mayfield High School

Jeffrey M. Legan
Principal

Jarrod L. Mulheman
Assistant Principal for Curriculum,
Instruction & Staff Development

Nathan W. Bishko
Director of Excel TECC



Jane Reilly Perry
Assistant Principal
for Student Affairs M-Z

Brian T. Linn
Assistant Principal
for Student Affairs A-L

September 17, 2019

Dear Parent/Guardian,

Parent/Teacher Conferences will take place at Mayfield High School on Thursday, October 10th from 3:00-9:30 p.m. We will have a combination of scheduled conferences and drop-in conferences. Registration for the scheduled conferences will be done using a website scheduler, Meet The Teacher: <https://mayfielddistrict.meettheteacher.com>. Please see the attached page for instructions on using the site.

Your log-in information is your child's legal name and birthdate.

The website will open on Sunday, September 22, 2019 at noon, and will close on Sunday, October 6, 2019 at 11:55 p.m. We anticipate a large response and the conference slots will be scheduled on a first-come, first-served basis. If you need assistance with scheduling using this program, please contact Ms. Kraft at 440-995-6820.

A shortened school-day schedule will be in place for October 10th and students will be dismissed at 1:52 p.m. This will allow for teachers to prepare for the scheduled conferences to begin promptly at 3:00 p.m. **For those students who cannot leave at 1:52 p.m., transportation will be provided at the normal dismissal time of 3:00 p.m.** Scheduled conferences will take place in individual classrooms. **PLEASE NOTE: All Excel TECC programs will dismiss at their normal time and transportation will remain at 3:00 p.m.**

The **drop-in conferences will be held from 8:45-9:30 p.m.** in the cafeteria and the wood gym for those parents who are not able to attend during the scheduled appointment times. Counselors, AEP Coordinator, and administrators will also be available to meet with you.

We look forward to seeing you on October 10th.

Sincerely,

A handwritten signature in black ink that reads "Jane Reilly Perry". The signature is written in a cursive style with a large, flowing "J" and "P".

Jane Reilly Perry
Assistant Principal for Student Affairs, M-Z
Mayfield High School