

**Important for All Parents of High School Students about
Parent Teacher Conferences on Tuesday, November 20, 2007
from 3:00 P.M. to 8:00 P.M.**

Please Submit your request soon. Here's how.....

- 1) From the Masco PAC home page (www.MascoPAC.org) click into the link labeled
“Click here for the HSPTC Request Form”
- 2) Enter all of the necessary information, such as name of parent, child, phone, email, teacher, subject, etc. in the corresponding fields in the order of preference of meetings with teachers. (You must have this information as the volunteers who do the scheduling do not have access to your child's schedule or teaching assignments)
- 3) When you are finished entering the information, please click the "Submit" button, **ONCE!** You will not receive a notice immediately following your submission but will receive a separate email from the PAC with your schedule and/or an acknowledgement of receipt.

Important Note:

If you use Outlook or another email client program, you may be prompted with two automatic messages.

The first states:

This form is being submitted using email. Submitting this form will reveal your email address to the recipient and will send the form data without encrypting for privacy you may continue or cancel **Click “OK”**

The second prompts:

A program is trying to automatically send email on your behalf. Do you want to allow this?

If this is unexpected it may be a virus and you should choose “No”

Click “YES”

If you have any difficulties at all, please send the information requested in a separate email to the PAC at mascopac@yahoo.com