



# MAST Academy

*A Nationally Recognized School of Excellence*

Miami-Dade County Public Schools

Dr. Rudolph F. Crew  
*Superintendent*

Mr. Thomas C. Fisher II  
*Principal*

Mr. Clyde Stephens, Jr.  
*Assistant Principal*

January 28, 2008

Dear Parent(s)/Guardian(s):

On Tuesday, February 5, from 12:00 noon to 3:15 p.m., MAST Academy teachers will be available for 15-minute parent/guardian-teacher conferences. Registration for the conference appointments will begin today, Monday, January 28, 2008 and close on Monday, February 4, 2008 at 12:00 noon. Registration is available online through MAST Academics by following the directions below:

To register for an appointment:

1. Using your internet browser, proceed to the following site:  
<http://mast.dadeschools.net/communityharbor>
2. Click on log in located in the top right hand corner of the screen.  
Your User Name is your child's MDCPS ID number  
Your Password is your Parent Portal PIN\*
3. Scroll down the page and click on the name of the teacher with whom you wish to schedule a conference.
4. Click on the radio button for the time that you wish to schedule the conference.
5. Scroll to the bottom of the screen and click on Save my choice button to reserve your time slot.

As you plan your conference times, I ask that you keep a couple of things in mind. First, because these are, of necessity, short appointments, please prioritize both discussion topics and your list of teacher meetings. Keep in mind as well that the time constraints may make it impossible for everyone who requests time with a particular teacher to get a confirmed appointment. No scheduled appointments will be made for any teacher after the 2:45-3:00 p.m. time slot. At "3:00 p.m., you may take one of the seats outside a classroom and wait for a teacher to become available, but there is no guarantee such availability will materialize before closure at 3:25 p.m.

If you are not able to see the teachers you want to meet with, please contact them by phone or email (addresses are available at [MAST.dadeschools.net](http://MAST.dadeschools.net)) and set up an appointment at a mutually convenient time.

Parent-teacher communication is essential to student success. Please take the time to make an appointment with your child's teachers. If you have any questions, concerns, or are experiencing difficulty with arranging a conference time, please contact MAST Academy at 305-365-6278 and we will be glad to assist you.

Sincerely,

Thomas C. Fisher II

Principal  
L014.07

c: Clyde Stephens, Jr.  
Margaret E. Haun, Ph.D.

\* - Parent Portal PINS are available to parents/guardians only and must be retrieved in person through the main office at MAST Academy.

