

FREQUENTLY ASKED QUESTIONS (FAQs)

ADMINISTRATOR EMAILS

Q: How do I contact the PRINCIPAL or one of the ADMINISTRATORS using email?

A: From the Home Page, go to the left panel and click on "Administration." A list of Administrators will appear. Click on the name of the person you wish to contact, and a "Feedback Form" will pop up. Fill in the requested information (your name, etc.), type your message in the box space, and click "Send Message" when you're done. The email will be sent to the Administrator. Or you can call the main office at 980-343-1341 and leave a message.

TEACHER EMAILS

Q: How do I contact my child's TEACHER using email?

A: From the Home Page, go to the left panel and click on "Email Teachers." A page with all Teachers listed alphabetically will appear. Scroll down the page until you find the teacher you want to contact and click on their name. An email "feedback form" will pop up. Fill in the requested information (your name, etc.), and type your message in the box space. Click "send message" when you're done, the email will be sent to the Teacher. Or you can call the main office at 980-343-1341 and leave a message.

GUIDANCE INFORMATION

Q: How do I get in touch with my child's GUIDANCE Counselor?

A: On the Home page, simply click "Guidance Department" which is located in the left panel. This will take you the Guidance Department's web page. Scroll down the page until you see a list of counselors by grade level. Click on the counselor's name and an email "feedback form" will pop up. Fill in the requested information (your name, etc.), and type your message in the box space. Click "send message" at the bottom of the form when you're done, and the email will go to the counselor. Or you can call the Guidance Department at 980-343-0085.

PARENT ASSISTANT

Q: I have tried to log into PARENT ASSISTANT several times with the password I was provided but it isn't working. What should I do?

A: First, double check the log in and password for correct spelling and case (upper and lower case letters). If that doesn't work, email CMS at www.parentassistant@cms.k12.nc.us. You should get a reply within 24 hours (Monday through Friday). Or you can call the main office at 980-343-1341.

UPDATE 8/20/2008: There will NOT be a mass mailing of Parent Assistant login information this year.

SEP09 SENIOR EXIT PROJECT

Q: What does SEP09 mean?

A: This is the Senior Exit Project that the class of 2009 has to complete. For more information contact your child's English teacher.

NCGP10

Q: What does NCGP10 mean?

A: This is the new North Carolina Graduation requirement for the Class of 2010 and beyond. For more information contact your child's English teacher.

ATHLETICS

Q: How do I find out about SPORTS try-outs and ATHLETIC activities at MCHS?

A: From the Home page, click on "Athletics" which is located on the left side of the Home page. This will take you to the MCHS Athletic page where you'll find try-out information, sports schedules, and contact information. You can also email the Athletic Director, Karen McKaig, by clicking on the blue link "email Karen McKaig" under her name or call the main office at 980-343-1341 to leave her a message.

MCHS EVENT INFORMATION

Q: How do I find out about upcoming MCHS EVENTS?

A: For current events or news, go to the left panel of the Home page and click "News." A page with upcoming events and information will pop up. On the home page, click on the blue MC button to see this weeks activities. MCHS also has a monthly calendar of events. A calendar of the current month will pop up To see the next month's events, click on the next month located above the calendar on the right. If you cannot locate the event you are interested in, call the main office at 980-343-1341 and one of the staff will assist you.