

Dear CM Teachers,

Happy New Year!

The database for entering your students' evaluation information is now open. Please go to the MTAC.org web-site, click on Certificate of Merit, click on CM Information, click on 2010 Online Evaluation Information Form Instruction for direction on how to enter the information. When you choose the day of evaluation - Day 1 is Sunday, March 27; Day 2 is Sunday, March 28. AM is before lunch, usually before 12:30 pm; PM is after lunch. The computer will schedule on a first come first serve basis and your request is not guaranteed. Once the schedule is published, **NO RESCHEDULING IS ALLOWED FOR ANY REASON.**

Remember, you are responsible for the content on the evaluation form. So please type in the information carefully. If your student is applying for Convention, please time the piece accurately. If your student is applying for Branch Honors, check the appropriate box, but **DO NOT** enter a piece. The deadline for entering information is February 10, 11:59 pm. You may not drop your students, but you can change them over to Path B before that date. After that date, you must inform Phyllis Pan by e-mail if there are any changes. No student will be allowed to switch to Path B after February 10, 2010.

The next communication from us will be around the end of February when we e-mail the CM schedule. We will also e-mail you regarding your work schedule. You will need to check on-line to see what your duties will be.

If some of you have not updated your teacher's homepage please do so when you log in. If you changed any information since last year, especially your e-mail, you must update that on your teacher's homepage immediately. Your students' schedule will be sent out using the e-mail from the teacher's homepage, not our record. Be sure the e-mail address on your teacher's homepage is correct and that we have it in our record.

Thank you for your attention to these matters. Good luck in your students' preparation for CM 2010.

Phyllis Pan & Scott Pratt
CM Co Chair