

## 2021-2022 Parent/Teacher Conferences Registration and Scheduling Instructions

PTC Wizard is the online site that we use to schedule our parent teacher conferences. If you are new to Adler, you will need to register your child(ren). If you created an account in the past or used it to sign up for our kindergarten screenings, you will not need to re-register.

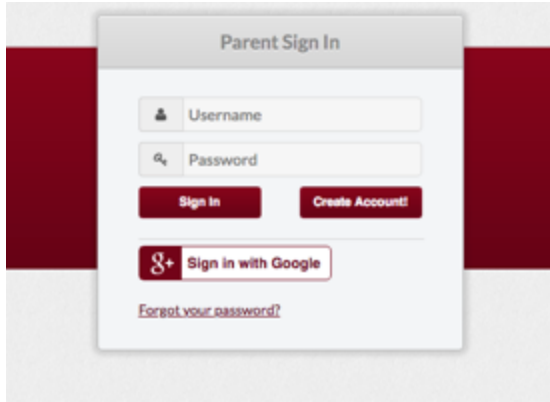
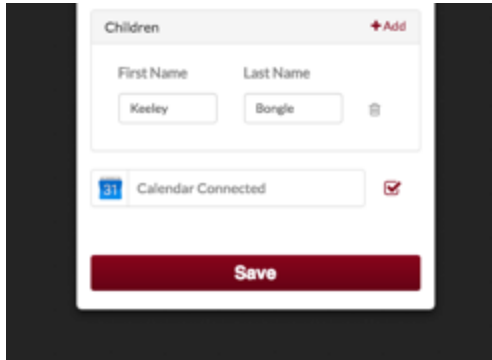
**Winter Conferences will be held on Wednesday, February 16 from 5:15 – 8:15 pm and Thursday, February 17 from 3:15 – 8:15 pm.** You will need to schedule one 15-minute slot for each child that attends Adler Park School.

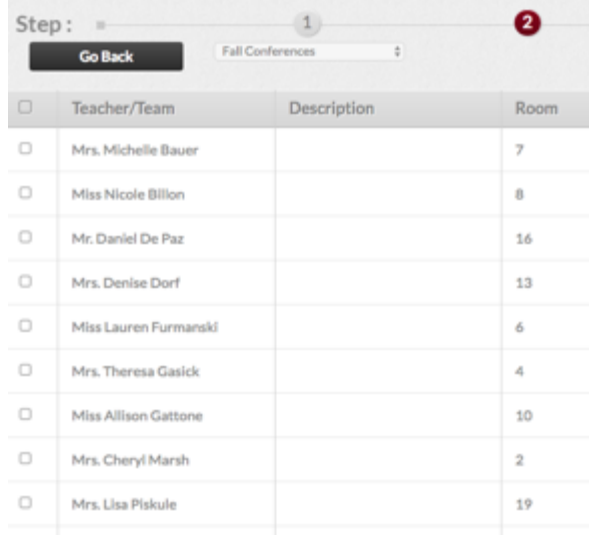

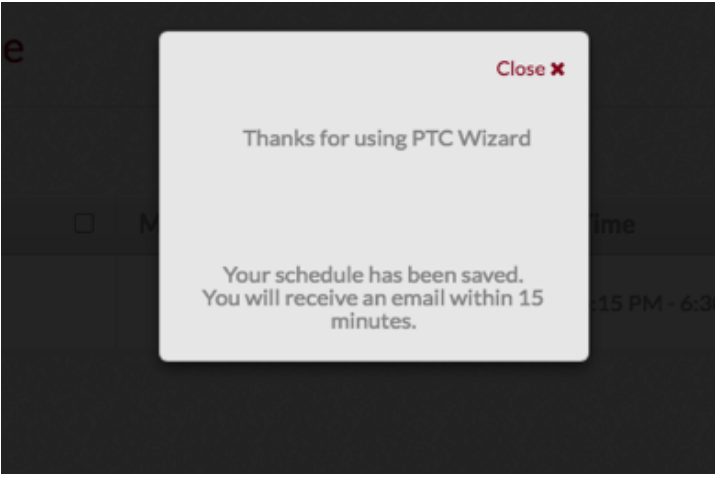
**The scheduling window is open and will remain open until February 11.** During this time you can schedule your child’s conference. If you miss the scheduling window, you will need to contact your child’s teacher to schedule your conference. Unless otherwise noted from the teacher, conferences are parent-only events.

**Parents with multiple children,** please consider leaving a 15-minute slot between children when scheduling to allow for conferences that run late.

Please remember: Students have early release at 1:15 pm on **Thursday, February 17. No School on Friday, February 18 or Monday, February 21.**

**These are the directions to register your child and then to schedule a conference. Thank you!**

Step 1	Visit Site	<a href="https://adlerelementary.ptcwizard.com/parent/">https://adlerelementary.ptcwizard.com/parent/</a>
Step 2	<p>Register your child by clicking on “Create Account”.</p> <p>Add your child.</p> <p>Step 3 will address multiple children. If you only need to register one child, skip to Step 4.</p>	
Step 3	<p>For families with multiple children at Adler, click on “Account Set Up” to add additional children. Click “Save” after adding additional children.</p>	

<p>Step 4</p>	<p>Click on Add a Meeting, Winter Conference and choose your child's teacher.</p>	 <table border="1" data-bbox="553 281 1138 722"> <thead> <tr> <th><input type="checkbox"/></th> <th>Teacher/Team</th> <th>Description</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Mrs. Michelle Bauer</td> <td></td> <td>7</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Miss Nicole Billon</td> <td></td> <td>8</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mr. Daniel De Paz</td> <td></td> <td>16</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mrs. Denise Dorf</td> <td></td> <td>13</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Miss Lauren Furmanski</td> <td></td> <td>6</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mrs. Theresa Gasick</td> <td></td> <td>4</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Miss Allison Gattone</td> <td></td> <td>10</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mrs. Cheryl Marsh</td> <td></td> <td>2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mrs. Lisa Piskule</td> <td></td> <td>19</td> </tr> </tbody> </table>	<input type="checkbox"/>	Teacher/Team	Description	Room	<input type="checkbox"/>	Mrs. Michelle Bauer		7	<input type="checkbox"/>	Miss Nicole Billon		8	<input type="checkbox"/>	Mr. Daniel De Paz		16	<input type="checkbox"/>	Mrs. Denise Dorf		13	<input type="checkbox"/>	Miss Lauren Furmanski		6	<input type="checkbox"/>	Mrs. Theresa Gasick		4	<input type="checkbox"/>	Miss Allison Gattone		10	<input type="checkbox"/>	Mrs. Cheryl Marsh		2	<input type="checkbox"/>	Mrs. Lisa Piskule		19
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<p>Step 7</p>	<p>Select Conference Time</p> <p>Choose a time to meet with your child's teacher. You can go back and forth between the times on Wednesday and Thursday by clicking the red arrow by the date at the top right side of the page. Click Continue once you have selected a time.</p>	 <p>*Parents scheduling more than one child will be asked to select the child after you have selected the time. A pop-up window will appear with all children associated with the account.</p>																																								
<p>Step 8</p>	<p>Complete</p> <p>You are finished.</p> <p>An email with your schedule is automatically sent.</p> <p>While the window is open, you can change your time or cancel your appointment by logging back into your account.</p>																																									

## **FAQs (Frequently Asked Questions)**

### **I forgot my password – how can I sign in?**

If you have already registered but you cannot remember your password, simply click the link on the sign in page that says, "Forgot your Password." Then you can enter your email address into the field that says "Email" and Click the "Remind Me" button. This will cause an email with your information to get sent to you.

### **Why are some of the times greyed out on the teachers' schedules?**

These times have been greyed out during which the teacher will not be able to accept appointments (scheduled breaks or dinner) or another appointment has already been set by a parent. Meeting times for conferences are on a first come, first served basis.

### **How can I get another copy of my schedule?**

You can always get another copy of your schedule by logging into your account and your appointments will be listed on the landing page. You can also click on the Email icon to have a copy of your schedule sent to the email address registered with this account.

### **What if I want to change my day and/or time?**

After you originally sign up for a time, you can get back into the system at any point while the registration is open. Log into your account and find a time that will work for you. You will have to delete your former time before the system will allow you to enter a new time. If the scheduling window has closed and you cannot change your time, please contact your child's teacher to arrange a new time.

### **What if I want to meet with a teacher not listed?**

If you would like to meet with another teacher (for example: PE, music, social worker, speech, gifted/enrichment, special education) in the building for a quick introduction or to ask a question, all teachers will be available and there is no need to schedule a specific time. If you would like to schedule a more formal meeting with these teachers to discuss your child's progress in their area of expertise, please contact that teacher directly through email to prearrange a conference time.

Please contact your classroom teacher or Dr. Bongle with questions.

847-362-7275