



Foxview Intermediate School

Unified School District of De Pere
650 South Michigan Street
De Pere, WI 54115

Ms. Jessica Nejedlo - Principal
Mrs. Deanna Barkhaus - Asst. Principal

Phone: (920)337-1036
Fax: (920) 403-7390

September 28, 2026

Dear Foxview Families,

It's almost time to sign up for Parent/Teacher Conferences for Foxview. We will be hosting VIRTUAL conferences and using PTC Wizard for online sign-up. This system allows you to sign up for conferences when it best fits your schedule and view your entire family's schedule for all three schools at once.

Booking a conference is easy and quick. Please follow the instructions on the next page. PTCWizard will be open for scheduling conferences during these times:

Tuesday, October 6th at 8:00 AM through Friday, October 23rd at 3:30 PM

If you do not have access to a computer, please contact the office to book a conference before the registration window closes. Once you have booked your conference(s), PTC Wizard will automatically email you a confirmation email with your conference schedule.

Before October 6th, you should sign in to the system to create your account, or "Register", but you will not be able to book a conference. You need to register as a new user every year because parent and student data are not saved from year to year in PTC Wizard. Please see the complete instructions on the next page.

Which Teachers Can I Schedule a Conference With??

The homeroom teachers are listed as pairs or individual teachers. *When teachers are listed separately, **we ask that you only schedule with the homeroom teacher, not the switch teacher.** These conference slots are longer so that the homeroom teacher can cover all the classes, including information provided by the switch teacher.* We then encourage you to schedule any of their auxiliary classes, Related Arts, Performance Music, Phy Ed, Intervention, Counselors, etc.

How to access conferences virtually:

On Friday, October 23rd, a Messenger will be sent with instructions, Google Meet links, and call-in numbers for teachers. You can participate in virtual conferences via phone, tablet, or PC.

Again, you will receive your conference schedule automatically emailed from PTC Wizard at the time you schedule your conferences, and one Messenger containing conference meeting links and dial-in numbers on February 13th. **PLEASE KEEP THESE EMAILS.**

Parent/Teacher conference dates and times for Foxview are as follows:

- **Monday and Tuesday, October 26th and 27th: 4:00 -7:00 pm**
- **Thursday, October 29th**
 - EARLY RELEASE at 12:55 pm
 - Conferences 1:30 - 4:00 pm
- **Friday, October 30th - NO SCHOOL**

Sincerely,
The Staff at Foxview Intermediate