



Little Chute Elementary School
901 North Grand Avenue
Little Chute, Wisconsin 54140

Jim Neubert - Principal

January 24, 2017

Dear Parents/Guardians,

Parent/teacher conferences are quickly approaching and we will use PTC Wizard to schedule conferences. **Conferences are held on Tuesday, February 7th and Thursday, February 9th from 3:30 p.m. to 7:00 p.m.** Four-year-old kindergarten conferences will also be held on Wednesday, February 8th from 8:00 a.m. to 3:30 p.m. for Ms. Hermus and Ms. Jasiak (see availability in PTC Wizard).

The PTC Wizard system allows you to schedule your own appointments with your child(ren)'s teachers (Please note that PTC Wizard is not related to the Infinite Campus system). The portal for this program can be accessed at <http://www.littlechute.k12.wi.us/parents/PTCWizard.cfm> You may also access this program by going to <http://www.littlechute.k12.wi.us> Once at this site, please click on the Parents tab at the top of the page, then Parent Information: Elementary School, then Parent Teacher Conference Schedule. **The window to register for conferences on this site will open Tuesday, January 24, 2017 at 7:00 PM and close Wednesday, February 1, 2017 at 11:00 PM.**

If you are already registered from our fall conferences, there is no need to register again, simply log in using your e-mail address and password at the login screen titled, **Returning Parents?: Sign in Here**. If you are new to PTC Wizard, begin by entering your name, an e-mail address, and a password which you will create. Once you enter your child's name, you will be taken through a simple, step-by-step procedure, which allows you to choose from your child's teachers' available time slots. You have access to your child's classroom teacher, art teacher, physical education teacher, computer skills teacher, and Title One teacher. Speech/Language therapists will access classroom teacher schedules and will make every effort to attend the conferences for the students they service. After you create a conference schedule for yourself, the details of your schedule will be automatically e-mailed to you. **Due to time constraints, only one slot is available for each child regardless of the child's custody situation. Parents who share custody of a child should coordinate scheduling. Should your circumstances require multiple conference time slots due to legal restrictions please contact your child's teacher.** A link to a parent guide will also be provided on our website should you need further assistance.

If you do not have Internet access please try these alternatives:

- Use the the computers located in the parent resource center or the computer lab in the LMC (Elementary School location);
- Use a computer at the Little Chute Public Library;
- Ask to use a computer belonging to a family member, friend, or neighbor;
- Ask your employer's permission to use a company computer;
- If you do not have an e-mail address, please enter your **first name.last name** as an e-mail address.

Should there be no available conference times left for a certain teacher, or if a teacher is unavailable on the day you plan to attend conferences, please e-mail or call that teacher to make other arrangements. **Please remember to**

give yourself time to get from one conference to another if you have more than one student to schedule (PLEASE DO NOT SCHEDULE CONFERENCES BACK-TO-BACK).

If you have any questions regarding how to use the system, feel free to contact Mary Zoeller at 788-7610 ext. 6124 or by e-mail at mbeneshz@littlechute.k12.wi.us.

We look forward to seeing you at the Parent-Teacher Conferences. Your attendance sends a very positive and supportive message to your child. Let your child know how important his/her education is to you.

Sincerely,

Jim Neubert

Jim Neubert
Little Chute Elementary School Principal