



LITTLE CHUTE
Area School District
 fostering a community of learners

LITTLE CHUTE ELEMENTARY SCHOOL
901 GRAND AVENUE
LITTLE CHUTE, WI 54140
920-788-7610

October 10, 2017

Dear Parents and Guardians,

Parent teacher conferences are quickly approaching and we will use PTC Wizard to schedule conferences as we have the past two years.

The PTC Wizard system allows you to schedule your own appointments with your child(ren)'s teachers. The portal for this program can be found at the following link:
<https://lcelementary.ptcwizard.com>

Please create a new account for this school year (as past accounts have been deleted) by going to the **"First Time:: Register Here** screen. After that, you will be able to sign in with the e-mail address and password you create. When you register, add the name(s) of your child/children. The system automatically fills in your child's last name to match yours, but you can delete and change that if necessary. Select the date on which you would like to schedule a conference. For each child at the school, select your child's teacher(s). Select the time slot you would like for each teacher. Click on the My Schedule tab to review, email, and/or print your schedule.

The window to register for conferences on this site will open **Tuesday, October 10th, at 7:00 p.m. and close Wednesday, October 18th, at 11:00 p.m.** Conferences are held on Tuesday, October 24th, and Thursday, October 26th. Four-year-old kindergarten (4K) conferences for Mrs. Coffin, Miss Hermus, and Mrs. Hubner will also be held during the day on Wednesday, October 25th. You will need to know the name of your child's teacher to schedule an appointment.

At this time you will only have access to your child's classroom teacher, art, music, physical education, and computer skills teacher. Special education/Title One/ELL teachers and speech and 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. **Conference time slots are limited; therefore, only one time slot will be allowed per student.** Should your circumstances need multiple conference time slots please contact your child's teacher. A link to a parent guide can be found here: http://www.littlechute.k12.wi.us/schools/es/ptcwizard_parent.pdf

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 mheneshz@littlechute.k12.wi.us

We look forward to seeing you at the Parent-Teacher Conferences. Your attendance sends a very strong 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