

Dear Neubert Parents:

District 300 and Neubert Elementary School are using the PTC Wizard to offer a new, convenient method to schedule Parent-Teacher Conferences online. Families without internet access may call **Tracey Moore in the Media Center (847-532-6835)** for assistance with scheduling conferences.

**PARENT CONFERENCE DATES/TIMES:**

November 23<sup>rd</sup>: 11:00 a.m. - 4:00 p.m. and 5:00 p.m. - 8:00 p.m.

November 24<sup>th</sup>: 8:00 a.m. - 1:00 p.m.

**REGISTRATION:**

Opens at 3:00 p.m. on Friday, October 30<sup>th</sup>.

Closes at noon on Friday, November 20<sup>th</sup>.

**Important notices regarding scheduling conferences:**

- Allow time to travel from room to room. If you have a conference with one teacher at 2:00, this conference will end at 2:15. If you schedule your next conference to begin at 2:15, you will be late to that conference. Please consider classroom location and travel time to the different classrooms when scheduling conferences.
- In addition to meeting with your child's teacher, you may register to meet with his/her PE and Music teachers, Occupational/Physical Therapists, Social Workers, or School Psychologist.
- If you need additional time with a teacher, you may contact that teacher to set up an extended time period during a regular school day.
- If you need an interpreter, please contact Denise Harter at 847-532-6839 or [denise.harter@d300.org](mailto:denise.harter@d300.org).

**STEP BY STEP INSTRUCTIONS**

(For more detailed instructions click the PTC Wizard link off the NES homepage)

1. On October 30<sup>th</sup>, your password will be sent to your email address on file at school.
2. Go to <https://neubert300.ptcwizard.com> . Register if you have never visited this site.
3. Enter your child's first name and change his/her last name if different than yours.
4. Verify the information is correct. If you need to add another student select "no" and add more names.
5. **Step 1** screen displays available conference days. Select Conference Day 1 (November 23) or Day 2 (November 24).
6. **Step 2** select the individual teachers you want to conference with. Teacher names and room numbers are shown on the screen (Also see the back of this letter). You may select separate conferences with your child's PE and Music teachers, Occupational/Physical Therapists, Social Workers, or School Psychologist.
7. **Step 3** pick an available time. All conferences are 20 minutes long. Click continue and an email of your scheduled conference(s) will be sent to you.

If you want to change your schedule or add more appointments, simply cancel the appointments you no longer wish to keep and start the wizard again.

<b>KINDERGARTEN</b>	<b>ROOM</b>
Kendra Kelley	3
Tricia Rasmussen	4
<b>FIRST GRADE</b>	
Patty Kumm	5
Jennifer LaRocco	6
Kelly Seklecki	13
<b>SECOND GRADE</b>	
Sue Burke	11
Chris O'Malley	10
<b>THIRD GRADE</b>	
Nancy Meister	35
Luc Miron	31
Monica Warr	33
<b>FOURTH GRADE</b>	
Deanna Arms	25
Staci Huxtable	23
<b>FIFTH GRADE</b>	
Anastasia Epstein	27
Lisa Feltman	29
Sarah Partridge	28
<b>SPECIAL EDUCATION</b>	
Kelly Bolas	18
Erin Graham	1
Jennifer Keith	2
Pam Kowalczyk	19
Katie Larsen	17
Joanne Mattes	30
Pauline Paalman	14
Julie Voss	26

<b>SPECIAL ED. RESOURCES</b>	<b>ROOM</b>
Mary Dewees: LD Primary	21
Linda Rose: LD Pri/Int	21
<b>OT / PT TEAM</b>	
Gosia Conroy	22
Paula Fick	22
Amanda Nielsen	22
Cindy Roth	22
<b>SPECIALISTS</b>	
Erica Crosswhite - Music	37
Keith Chuipek - Physical Ed	gym
<b>CERTIFIED SUPPORT</b>	
Nicole McCurdy - SSW	7
Thomas Senn - SSW	9
Lisa Stolpe - Psychologist	8