

PTC WIZARD CONFERENCE SIGN UP INSTRUCTIONS

February 28th and March 1st, 2019

Dear Parent/Guardian,

Burlington Township High School will be holding our **Winter** Parent/Teacher Conferences on **Thursday, February 28, 2019, from 12:30 PM to 2:20 PM and on March 1, 2019, from 12:30 PM to 2:20 PM.**

We will be utilizing the PTC WIZARD scheduling system, where you will have the ability to schedule a specific day and time to meet with your child's teachers utilizing your computer. To register your conferences, you **MUST** do so within the dates shown. Once the registration period is closed, you **WILL NOT** be able to schedule conferences electronically.

PLEASE NOTE: If you registered your child for the conferences held in **October, 2018**, you **DO NOT** have to re-register. To schedule conferences, go to the PTC registration page and fill in the **RETURNING PARENTS** (left side) portion of the page. If you have **forgotten your password**, go to the Registration page and click on "**Forgot Your Password?**" Enter your email address and click the "**Remind Me**" button. An email will be sent to you with the password.

If you **DO NOT** have access to a computer, **see the instructions on the reverse side** of this paper to schedule a conference(s).

REGISTRATION WILL OPEN ON TUESDAY, FEBRUARY 19, 2019 AT 12:00 AM AND WILL CLOSE ON THURSDAY, FEBRUARY 27, 2019, AT 12:00 AM.

PARENTS REGISTERING FOR THE FIRST TIME

Type **<http://burltwpsch.ptcwizard.com/parent>**. This program will instruct you step by step on how to create your new count. If you have any questions please do not hesitate to contact the high school.

- 1) Go to your profile, make sure everything is correct, then hit **SAVE**.
- 2) Then click on **ADD A MEETING**. Click on **CONFERENCE NAME**
- 3) The click on the **TEACHER(S)** you would like to meet with.
- 4) Then click on the **TIME(S)** for each teacher(s)

IMPORTANT: When scheduling times, remember that you will be changing classrooms, so please, allow a few minutes between scheduling times.

- 5) On **CONTINUE**. The screen will say "Thanks for visiting PTC Wizard". Click **CLOSE**.

Over 

6) **YOU ARE NOW DONE!** You can hit print, for our records. **If you need to cancel an appointment, go to List Conferences, click on the conference date, select the teacher and time then hit the GARBAGE CAN ICON and hit SAVE.**

FOR THOSE WHO DO NOT HAVE ACCESS TO A COMPUTER:

We can schedule appointments for you and provide to you a copy of your appointments. To do this, please call **Mrs. Dube at 609-387-1713, ext. 1003.** Kindly call by Monday, **February 25, 2019.** Also, it may be possible for you to “walk-in” and sign up for an appointment(s) **if** the teacher(s) you want to see have available times. The teacher’s entire appointment schedule for that conference day will be posted outside of their classroom.

Finally, if you have problems concerning registration or have difficulties when trying to use the system, please contact **Mrs. Dube at ext. 1003.**

Sincerely,

Phil Brownridge
Principal

Naomi Threadgill
Vice Principal

Neal Canavan
Vice Principal

Christopher IIconich
VP Principal, 9th Grade