

**Burlington Township
Middle School at Springside**

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October, 2011

Dear Parent/Guardian,

Burlington Township Middle School @ Springside will be holding our fall Parent/Teacher conferences on Tuesday & Wednesday, October 25 & 26 from 1 PM to 3 PM. **THERE WILL BE NO EVENING CONFERENCES.**

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: We have deleted all parent registrations from last year, therefore, you will have to re-register as a **FIRST TIME** user (see instructions below). Also be aware that when you register your information during the times shown below, you **WILL NOT** have to register again for our spring Parent-Teacher conferences.

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 <u>OPEN ON MONDAY, OCTOBER 17TH AT 5 AM AND CLOSE ON THURSDAY, OCTOBER 20TH AT 11 PM</u>

Follow these steps to schedule your conferences:

- 1) Using your Internet connection, in the Address Bar type:

<https://burltwpschms.ptcwizard.com> **OR**

Go to the middle school website, go to **CONNECTIONS**. Under **CONNECTIONS**, go to **PARENT-TEACHER CONFERENCES** and click on it. This will take you directly to the PTC Wizard registration page.

- 2) You are now on the Registration page. Using the right side of the page, **FIRST TIME?:: REGISTER HERE** fill in all requested information. Then click on **REGISTER**.
- 3) The next screen is where you list your child's first and last name. Click on **ADD CHILD**.
- 4) The next screen is **WELCOME TO PTC WIZARD**. If the name is correct, click **YES** and

click **CONTINUE**.

- 5) The next screen, labeled **STEP 1**, in the framed block will list the conference dates. Check the conference date(s) you want to schedule. Click **CONTINUE**.
- 6) This screen asks for confirmation of the dates. If correct, click **CONTINUE**.
- 7) The next screen will show the list of teachers who will be available for conferences. Click on the box(es) and teacher(s) you want to see. Click on the **CONTINUE** button. The next screen will show the list of teachers you selected. If you are satisfied, click **CONTINUE**. If not, click on the **BACK** button to edit your choices.
- 8) The following screen will show a side by side schedule of the teachers you selected and the times available. Check on the box with the time you desire for each teacher. If that time slot is not available, you will not be able to put a check in that box. When done, click on **CONTINUE**.

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

- 9) On the next screen, in the framed block, a schedule of your conferences is shown. Click on **CONTINUE**. If you are planning to come to the conference on October 26, the screen will automatically return you to steps 7 & 8.
- 10) YOU ARE NOW DONE!** This screen will show all appointment date(s) and time(s). An email will automatically be sent to you listing your schedule of conferences. **If you need to cancel an appointment, go to the MY SCHEDULE link in the PTC Wizard section and click on the time you want to cancel. If you want to add more appointments, start the Wizard again.**

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. Kumpel at 609-699-4021, extension 4015. Understand that you will need to provide her with the day(s) you want to come in **BUT** she will schedule the times.

Also, it is possible for you to just “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 Mr.Zack at 609-699-4021, ext. 4010.

Sincerely,

Larry T. Penny
Principal

Regina Haley
Vice Principal

Laura Sivon
Vice Principal