

District 105 Parent Teacher Conference (PTC) Quick Guide

This quick guide is for parents to assist in booking a timeslot for your student(s) to meet on either conference dates.

As communicated, you should have received email(s) with a link to the PTC system. You will receive multiple emails if you have students at different schools.

When you click on the link, you will be presented with a list of your student(s) at the designated school.

Gurrie Middle School

Parent-Teacher-Student Conferences-Gurrie

To book a conference, please select a child from the list below: / Para apartar su conferencia, por favor seleccione un niño(a) de la lista abajo:

Mickey Mouse

Select


Minnie Mouse

Select

Click on the blue **Select** button to choose the students conference you wish to book.

For Elementary and PreSchool students, you will see their home room teacher only.

Parent Teacher Conference-Hodgkins

 You are booking conferences with Minnie Mouse's teachers...Usted está apartando una conferencia con el maestro de Minnie Mouse

Please select a teacher to book an appointment with: Por favor seleccione un maestro para apartar su cita:

Adam Bautista

Home Room Grade 5

Select

For Gurrie students, you will see all their current teachers and the school social workers and speech therapist.

Alexa Motto	STEAM	Select
Amy Synowiec	Social Studies 8	Select
Arjeta Gjoni	English 8	Select
Carolyn Buchanan	Speech Therapist	Select
Jayna Zant	Social Worker	Select
Jeanette Pedersen	Social Worker	Select

For elementary, click on the blue **Select** button on the right to select the homeroom teacher and for Gurrie, click on the blue **Select** button next to the teacher you wish to schedule a timeslot with.

*NOTE: For Gurrie, you may request a conference with two teachers during the time frames available. In addition to scheduling a time with two teachers of your choice, you will have the opportunity to meet with other teachers who may be available if they are not engaged in a scheduled conference. You may also schedule time with a social worker or the speech therapist which does not count against your two teacher selection.

If the teacher(s) you would like to conference with are not available, please contact the teacher directly to see when they may have availability to conference with you.

Next, you will see the timeslots available for the teacher you selected. Click on the blue **Book** button next to the available timeslot you wish. If you need to have a translator present, click on the checkbox in the shaded blue box.

 You are booking conferences with Minnie Mouse's teachers...Usted está apartando una conferencia con el maestro de Minnie Mouse

Please select a time to meet with **Adam Bautista [Home Room Grade 5]**: / Por favor seleccione la hora para su cita con **Adam Bautista [Home Room Grade 5]**


We would like to request a translator for this conference.

Nov 06, 2018	12:00 pm - 12:20 pm	Book
Nov 06, 2018	12:20 pm - 12:40 pm	Book
Nov 06, 2018	12:40 pm - 01:00 pm	Book

Once that is done, if you have another elementary student to book, you can then select them from the bottom of the screen and follow the same procedures as above. For Gurrie students, to select the second student, you will need to click in the dropdown in the upper left of the screen.

Mickey Mouse's conferences ▾

- Select Student
- Mickey Mouse's conferences
- Minnie Mouse's conferences

 You are booking conferences with Minnie Mouse's teachers...Usted está apartando una conferencia con el maestro de Minnie Mouse

Great! You have blocked **Nov 06, 2018 - 12:00 pm** with **Adam Bautista (Home Room Grade 5)**. Please use the form below to book another teacher conference. ✕
/ ¡Muy bien! Usted tiene una cita a las **Nov 06, 2018 - 12:00 pm** con **Adam Bautista (Home Room Grade 5)**. Por favor utilice la forma aquí abajo para apartar otra cita.

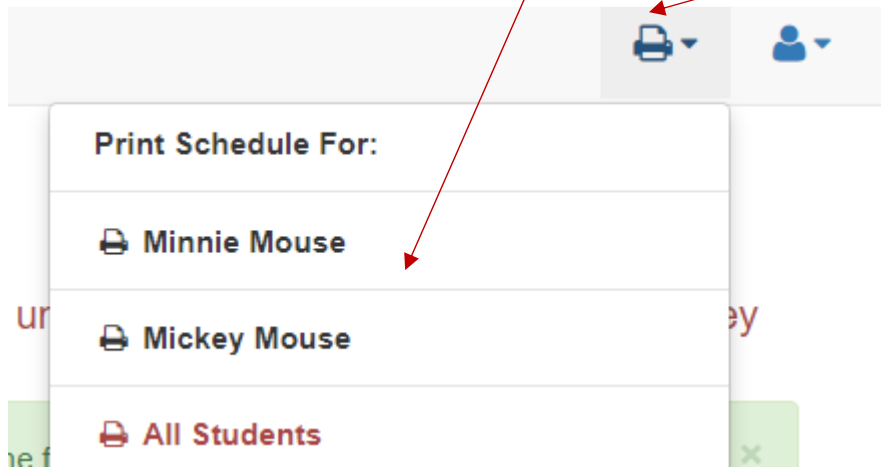
[Click here to view or hide your confirmed appointments.](#)

Date	Time	Student	Teacher	Translator
Nov 06, 2018	12:00 - 12:20 pm	Minnie Mouse	Adam Bautista [cancel]	Requested

Thank you for your bookings. All of **Minnie Mouse**'s teachers have been booked. We look forward to seeing you on conference days. / Gracias por sus citas. Todas las conferencias para **Minnie Mouse** han sido apartadas. Esperamos verlos los días de las conferencias.

[Book Mickey Mouse's conferences](#)

Once you have completed the booking, you can print your schedule by clicking on the blue printer button in the upper right of the screen and then select the schedule(s) to print.



Should you have any questions or problems, please call the school office.