

Important February Conference Notice!

The link to the **PTC Wizard site** will be opened at **midnight on Monday, January 30th**. At that time and until **noon on Friday, February 10th**, you will be able to register for conferences at St. Augustin School, Pre-K to 8.

There are several things to remember:

1. St. Augustin sets aside THREE days twice a year for parent teacher conferences. There is ample time within that structured time to meet with the teachers. If you choose not to attend conferences on the pre-scheduled dates, the teacher will send home your child's grade and work portfolio. Individual make-up conferences will not be scheduled.
2. **You MUST factor in TRAVEL TIME.** Do **not** schedule back to back slots or everything will get jammed up. The teachers have been instructed to strictly adhere to the time requirements. If you are late because you scheduled your conferences too closely together, you may miss your opportunity to conference. Our recommendation, especially in middle school, is to schedule a slot and leave five minutes in between.
Example: 10:00-10:05- Mrs. Beimer
10:10-10:15- Mrs. Daniels etc.
3. **If you have Pat Hogan for your 8th grade student or Megan Lone for your 6th grade student, you will need to block out 10 minutes instead of 5.** Both of those teachers have your child for **TWO** classes. If your child has a teacher for only **ONE** subject, sign up for only one block of five minutes.
4. Those of you who registered **last semester at Dowling on the PTC Wizard site or last year on this site do not have to re-register.** You may simply log on using the same user name and password as you did before. It will work for all your children at Dowling and at St. Augustin School.
5. Parents who are not registered by the time frame above will be given slots on Thursday morning. We will not be scheduling anyone not registered online on Tuesday or Wednesday evenings.
6. If your child has Cathy Gleichman for Optional Kindergarten, note that she is conferencing on Tuesday and Wednesday nights only. Also Linda Craig (P. E.) is scheduled for Tuesday and Thursday; Tracy Kroeger (Spanish) Wednesday, Julie Crawford (Art) for Wednesday and Thursday, and Ali Coppola (Counselor) Tuesday and Thursday.

Link Information

- ❖ The link for the PTC wizard will be posted on the St. Augustin School Website. Click on the PTC Wizard picture to get to the site. Remember, though, you will not be able to register until January 30th at midnight!
- ❖ Copy and paste the link below to guide you through the registration process if you have any questions.
https://staugustin.ptcwizard.com/docs/ptcwizard_parent.pdf - **Registration how-to's**

If you have any questions, please call Tyler Hellmann 279-5947-x205.