



PTC (Parent-Teacher Conferences) Scheduling Program

Wednesday, February 26, 2020

3:30-7:30

If you do not have internet access and wish to schedule a conference, please call the TJMS Office at 262-268-6100 beginning Monday, February 10, 2020

To schedule a conference please use the PTC Wizard Scheduling Program. **The site will open Monday, February 10, 2020 for you to begin scheduling.** Instructions for signing into the PTC Wizard are below:

6th – 8th Parents may conference with any teacher(s) their student has.

5th gr Parents sign up with student's homeroom teacher and any related art teachers.

If you already have a PTC Wizard account:

1. Click on this link: [PTC Wizard Link](#) or you can find it on our [TJMS Website](#).
2. Enter your email and password
3. Please select the conference you wish to attend and click "continue".
4. After you select the conference, you will see a list of teachers available at the conference. Select the student's teacher(s) you would like to conference with. *If you wish to meet with any of your student's related arts teachers please select those also at this time* and click "continue." (NOTE: 5th grade may only choose to conference with the homeroom teacher and any of the related art teachers.)
5. After you confirm your selections, you will see a side-by-side schedule with teacher/teachers you requested. Check the time/times you wish to reserve and click "continue."
6. You are finished! An email with your schedule is automatically sent. You can always go back in and cancel an appointment and re-schedule an appointment, if needed.

1st Time Users of PTC Wizard:

1. Click on this link: [PTC Wizard Link](#) or you can find it on our [TJMS Website](#).
2. Enter your email address and a password to get into the program (write down your password for future visits to the website)
3. Add your child/children to your account. The system will pre-fill your last name, but you can change it if the child's last name is different from your last name.
4. After adding your child/children, click the link that says "Return to PTC Wizard." You will be prompted to check the information you submitted and select "Yes" and click "continue."
5. You will see a list of conference dates. Please select the conference you wish to attend and click "continue".
6. After you select the conference, you will see a list of teachers available at the conference. Select the student's teacher(s) you would like to conference with. *If you wish to meet with any of your student's related arts teachers please select those also at this time* and click "continue." (NOTE: 5th grade may only choose to conference with the homeroom teacher and any of the related art teachers.)
7. After you confirm your selections, you will see a side-by-side schedule with teacher/teachers you requested. Check the time/times you wish to reserve and click "continue."
8. You are finished! An email with your schedule is automatically sent. You can always go back in and cancel an appointment and re-schedule an appointment, if needed.