

# **Sharon Center School**

## **Student Led Conferences/Individual Teacher Conferences**

**Wednesday, April 3<sup>rd</sup> 1:30 PM – 5 PM      Thursday, April 4<sup>th</sup> 4:30 PM – 8 PM**

Thank you to all of those who took the time to fill out surveys after the fall conferences. We received a lot of great feedback! Most of you enjoyed the Student Led Conferences but also requested the option of meeting with your student's teacher individually. Therefore, the spring conferences will be a blend of the Student Led Conferences and Individual Teacher Conferences.

The Student Led Conference model is a conference with parents, students and advisors (Grades 5-8) or homeroom teachers (Grades EK-4). Each student has been hard at work preparing their Student Led Conference and is excited to share with you! If you would like to discuss your student in a different setting, you will have the option this spring to set up an Individual Teacher Conference with any of your students' teachers. PTC Wizard will have two separate portals open for scheduling.

### **Student Led Conference Portal - 20-30 Minute Conference Blocks Available**

Will open for scheduling on Monday, March 11th at 8 AM through Monday, April 1st at 8 AM. Please schedule a Student Led Conference before scheduling an Individual Teacher Conference.

### **Individual Teacher Conference Portal - 10 Minute Conference Blocks Available**

Will open for scheduling on Wednesday, March 20th at 8 AM through Monday, April 1st at 8 AM. Please schedule a Student Led Conference before scheduling an Individual Teacher Conference.

Appointments are on first come, first serve basis. It is important to get your Student Led Conference scheduled before the Individual Teacher Conference Portal opens!

**NO CONFERENCE APPOINTMENTS CAN BE MADE ONLINE AFTER 8 AM ON Monday, April 1st!** If you miss this deadline, you must contact the teacher(s) individually to set-up an alternate meeting time.

### **Child Care Available in the Library**

Students should be in attendance at the Student Led Conference, students being present at an Individual Teacher Conference is optional. Only a student and their parent/guardian should attend conferences. Sharon Center School is offering child care for students and siblings in the library during conference times.

### **Families of Students in Grades EK&K and Grade 4:**

Student Led Conferences will be available in 20-minute intervals.

Due to class size, we cannot offer scheduling for Individual Teacher Conferences for Grades EK/K & 4. If you would like to schedule an individual meeting at another time or need assistance with setting up your Student Led Conference, please contact the office.

### **Families of Students in Grades 1-3 and Grades 5-8:**

Student Led Conferences will be available in 30-minute intervals and Individual Teacher Conferences will be available in 10-minute intervals on both Wednesday, April 3, 2019 and Thursday, April 4, 2019.

NOTE: 5 minutes of each Student Led Conference appointment will be allotted to fill out a parent survey.

If you have any questions, or do not have internet access, please contact the office at (860) 364-5153 to schedule your conferences. If you have any scheduling constraints regarding the dates and times available for conferences, please contact your student's teachers directly to schedule an alternate meeting time. Instructions are included to help set up your student's conference. Please contact the office if you have any other questions.

To get started, please log on to the following website:

<https://sharoncenterschool.ptcwizard.com/parent>

**1. Registration/Sign In**

If you have already registered, please Sign In and skip to step #4.

If you have not registered you will need to Create an Account.

Enter your first name, last name, select an email address and password and hit REGISTER.

**2. Add a Child**

You must add at least one child to your account. Enter your child's first and last name and SAVE.

**3. Email Consent**

The system will now prompt you to give consent to receive emails from PTC Wizard. Check the box to give consent and hit SUBMIT.

**4. Updating Children**

Go to Account Settings in the top right corner to update your child(ren)'s information, add more children, or remove children from your account.

**5. Add or Delete a Meeting**

After you have added children to your account, click on Add a Meeting. Select a conference date from the drop down box. Check the box next to your child's advisor or teacher. Select CONTINUE. Check the box next to the time you would like. Select CONTINUE. A pop up box will appear indicating that your schedule is saved and an email confirmation will be sent. Once you close this box you will be on your schedule page. You can add more meetings by selecting Add a Meeting in the top right corner of this page. You can delete any meeting by selecting the trash can in the far right column of your meeting appointment. You can also print or email your schedule from your schedule page. Once you have set up a meeting, when logging in to PTC Wizard you will always start on your schedule page.

Your Student's Advisor is:

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