

Dear Parents:

Our Fall Parent/Teacher Conferences will be in-person. We feel this will allow parents to not only visit with their children's teachers, but this will allow teachers to show student work samples and parents will also have the opportunity to see our beautifully refreshed classrooms. Social distancing and mask guidelines will apply for conferences. For parents that prefer to meet via zoom, they will schedule times through PTC Wizard and then they will need to contact their children's teachers to get a Zoom link. Parents who choose Zoom must reach out to teachers by Friday, October 16th at 4PM to request a Zoom link.

Fall Parent/Teacher Conferences for Grades K - 8 are scheduled as follows:

Wednesday, October 21, 1:30-5 p.m.

Thursday, October 22, 1:30-5 p.m.

Friday, October 23, 1:30-4:00 p.m.

All three days of conferences are early release days as follows:

Grades K – 4, 12:10 p.m.

Grades 5 – 8, 12:35 p.m.

Preschool will schedule appointments for the parents of their students. Please contact Lesley Jordan, Director of Preschool, with questions regarding those Parent/Teacher Conferences at ljordan@stmonicaschool.org or 214.351.5688, ext. 5261.

Each conference will be fifteen minutes to provide you with a short update of your student's progress. If you feel that you need additional time, please arrange a time and date with your teacher other than the day of conferences.

If you have not previously registered with PTC Wizard, you **MUST** do so to schedule conferences. The link below will take you to the "Parent Sign In." You will either click to sign in (if you have previously registered) or click to create your account. The system is accessible at all times to do either.

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

Passwords will be emailed to all parents who have previously registered on Thursday, 10/08/2020. If you have not registered by that date, you will not receive a password from PTC Wizard.

PTC Wizard will be available to schedule your appointments beginning on Monday, 10/12/2020 at 8:00 am. and ending on Friday, 10/16/2020 at 4:00 p.m. **Please do not attempt to schedule appointments before the system opens or after it closes.** The system works on a first-come, first-served basis, and available appointments for each teacher are limited. You will use the link provided above to schedule your appointments only if you have an account. When you have completed making your appointments, you will receive a confirmation email. A reminder email is also scheduled to be sent to you on Tuesday, 10/20/2020.

If you need assistance using PTC Wizard to schedule your appointments, please contact Libby Hassell at lhassell@stmonicaschool.org or 214.351.5688, ext. 5309.

We look forward to seeing you at the Parent/Teacher Conferences. Your attendance sends a strong message to your child. Let your child know how important his/her education is to you.

Sincerely,

Angeline Trudell
President, St. Monica School

Krisztina Shields
Principal, St. Monica School