

Dundee Highlands Elementary School

Community Unit School District 300
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Karen Cumpata, Principal • karen.cumpata@d300.org

Dear DHES Parents,

*D300 uses a system called Parent Teacher Conference (PTC) Wizard in order to register parents/guardians for parent teacher conferences. Included in this letter are the directions for registering for conferences using PTC Wizard. **You may begin registering for Parent-Teacher Conferences starting Monday, November 9, 2020 at 8:00am. The system closes on Friday, November 20, 2020 at 2:00pm. All Parent Teacher Conferences will be virtual this year and will take place through Zoom.***

Conferences Dates:

- * Monday, November 23 from 11:00am until 4:00pm and 5:00pm until 8:00pm*
- * Tuesday, November 24 from 8:00am until 1:00pm*

Step-by-Step Instructions

1. Go to <http://dhe300.ptcwizard.com/parent> (on the DHES website)
2. Enter the following and click Sign In.
 - * Infinite Campus Username (parent portal)*
 - * Infinite Campus Password (please remember the passwords are case sensitive)*
 - *If you are unaware of your Infinite Campus Parent Portal username and password or you need your password reset, please contact the IC Portal Helpdesk at portal@d300.org*
3. Click "Add a meeting"
4. Select "DHES Conferences"
5. Select a conference date (November 23, 2020 or November 24, 2020)
6. Select the teacher you want to conference with (Classroom teachers, intervention teachers, resource teachers, specials teachers)
7. Select an available time (All conferences are 20 minutes long)
8. Click on continue

If you want to change your schedule or add more appointments, simply cancel the appointments you no longer want to keep and start the PTC Wizard process again.

Please Note:

- *If you have children in multiple schools, please know that each school has its own individual URL address. The username and password is the same (Infinite Campus credentials), but the web address is different for each school site.*
- *If you are switching between URL addresses when scheduling conferences with two or more different schools, it is important that you close the web browser and then access the site again.*
- *District employees that are also parents should use their Infinite Campus Parent Portal username and password (not their district log-in) when scheduling conferences in PTC Wizard.*
- *If you are unaware of your Infinite Campus Parent Portal username and password or you need your password reset, please contact the IC Portal Helpdesk at portal@d300.org*
- *Each school has designated an office secretary to provide support in scheduling conferences. If you have issues with using PTC Wizard, please call the school directly and Miss Eileen will walk you through the steps or manually schedule the conference(s) for you.*

On the day of your scheduled conference:

- *Please log in to PowerSchool Learning*
- *Click on the correct teacher page (left side of page)*
- *Click on the Zoom link on the teacher page*
 - *Each teacher will have their own PowerSchool Learning Page and their own Zoom link*
- *Wait for the teacher to welcome you in to your Parent Teacher Conference*
- *I would encourage you to walk through these steps prior to your conference*

The DHES Staff is looking forward to the upcoming Parent-Teacher Conference days. If you need assistance or are without internet access, please call Miss Eileen at 224-484-4702. For assistance on November 23 or November 24, please contact the Main Office at 224-484-4700.

Sincerely,

Mrs. Karen Cumpata