



ILAN RAMON  
DAY SCHOOL

## Parent-Teacher Conferences Scheduling Guide

The following is a step by step guide to using the Ilan Ramon Day School scheduling web site for your upcoming parent-teacher conferences on December 15th for E2 through 5th grade. If you have any questions as you schedule your appointments please contact Yuri at [yhronsky@ilanramon.com](mailto:yhronsky@ilanramon.com)

**Step 1.** Make sure you are at the right web address.

<https://ilanramondayschool.ptcwizard.com/authenticate/login>



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<b>Returning Parents? :: Sign in here</b>	<b>First time? :: Register here</b>
Email <input type="text"/>	First Name <input type="text"/>
Password <input type="text"/>	Last Name <input type="text"/>
<input type="button" value="Sign In"/>	Email <input type="text"/>
<a href="#">Forgot your password?</a>	Confirm Email <input type="text"/>
	Password <input type="text"/>
	Confirm Password <input type="text"/>
	<input type="button" value="Register"/>

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Visit PTC Wizard (<http://www.ptcwizard.com>) - The premier web based parent-teacher conference scheduling software system

**Step 2.** Create one user account per family. You will need to do if this the first time you are using this program this year. Once you fill in the necessary fields hit Register. As this is your first time please create an account and add all your children to this account.

If you need any help scheduling your conferences please call  
Yuri at 818-707-2365 or via email [yhronsky@ilanramon.com](mailto:yhronsky@ilanramon.com)  
Thank You.



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**Step 3.** If the system doesn't remember you child's name, enter it here.

Welcome to PTC Wizard  
According to our records, you have not added your child's name to your account.

Enter your child's first and last name:

Child First Name

Child Last Name

[Add Child](#)

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**Step 4.** Confirm the spelling and add additional children who are in E2 through 5th grade, if necessary, click update, and when done click Return.

Welcome to PTC Wizard

Before we begin, we need to make sure that your child's information is up to date.  
We currently have the following child on file for you.

You have 1 child in your account.

- yuri hronsky

Is this information correct?

Yes  No

Select "No" if you wish to add more children to your account

[Continue](#)

**Step 5.** If the correct child / children are now listed, click continue.

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Thank You.



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**Ready to begin?**  
Start by selecting the conference that you will be attending.

December 6, 2011 (12/06/11)

December 7, 2011 (12/07/11)

**Great!**  
You have selected the following conferences:  
December 7, 2011 (12/07/11)

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Now we will select the teachers from each grade.

**Step 6.** Confirm your day(s) selection and click “continue.” If you wish a different date, click “back.”

December 7, 2011: Meeting on Wednesday, December 7, 2011

Please select the teachers with whom you will need to meet.  
Only teachers that are attending this conference will be displayed.  
Therefore it is possible that the teacher you are looking for will not be displayed.

Name	Description	Room
<input type="checkbox"/> Rhonda Averbach	(3rd Grade)	3rd Grade Classroom
<input type="checkbox"/> Ellen Brennglass	(4th Grade)	4th Grade Classroom
<input type="checkbox"/> Leisa Buss	(1st Grade)	1st Grade Classroom
<input type="checkbox"/> Joanna Cooper	(2nd Grade)	2nd Grade
<input type="checkbox"/> Karen Lepp	(Kindergarten)	Kindergarten Classroom
<input type="checkbox"/> Valerie Segall	(Transitional Kindergarten - TK)	TK Classroom
<input type="checkbox"/> Ellen Snyder	(5th Grade)	5th Grade Classroom
<input type="checkbox"/> Ron Vandor	(Grades 3-5 Mathematics and Science)	Science / Math Room

**Step 7.** Choose the teacher(s) you wish to conference with.

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Thank You.



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**Step 8.** Confirm your teacher(s) selection and click “Continue” or click “Back” to change your selection(s).

December 6, 2011: Meeting on Tuesday, December 6, 2011

Please choose the time slot that you want to reserve.

<b>Ellen Brennglass</b> Room: 4th Grade Classroom	<b>Ron Vandor</b> Room: Science / Math Room
01:00 PM <input type="checkbox"/>	01:00 PM <input type="checkbox"/>
01:20 PM <input type="checkbox"/>	01:20 PM <input type="checkbox"/>
01:40 PM <input type="checkbox"/>	01:40 PM <input type="checkbox"/>
02:00 PM <input type="checkbox"/>	02:00 PM <input type="checkbox"/>
02:20 PM <input type="checkbox"/>	02:20 PM <input type="checkbox"/>
02:40 PM <input type="checkbox"/>	02:40 PM <input type="checkbox"/>
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04:00 PM <input type="checkbox"/>	04:00 PM <input type="checkbox"/>
04:20 PM <input type="checkbox"/>	04:20 PM <input type="checkbox"/>
04:40 PM <input type="checkbox"/>	04:40 PM <input type="checkbox"/>

[Back](#) [Continue](#)

**Step 9.** Choose the time you would like to reserve. Note some times may be “Unavailable” and not listed as options, or marked “Reserved” already for another parent.

**Step 10.** Once you have finished selecting the time(s) for your teacher(s) you will come to “The End” page. Here you can View, Print or Email your Itinerary for your own use.

**Note: You may modify or change your schedule until Sunday, December 13, 2015 at 12:00 pm. After that time no changes can be made to the on-line schedule.** If you are still having trouble contact the school at 818-707-2365.

Congratulations!  
Here is your summary.

Ellen Brennglass	Tuesday, December 6, 2011	01:20 PM
Ron Vandor	Tuesday, December 6, 2011	01:40 PM

[Click here to start the wizard again](#)

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Thank You.