



# GLENBARDEAST

RIGHT ATTITUDE MEANS SUCCESS

Mr. Shahe Bagdasarian, Principal

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1014 S. Main Street, Lombard, IL 60148, (630) 627-9250, [www.glenbardeasths.org](http://www.glenbardeasths.org)

Dear Parents:

Parent teacher conferences will be held at Glenbard East from 4:00-8:00 pm on Wednesday, October 25th, and from 2:00-6:00 pm on Thursday October 26th. We will be using an on-line program known as **PTC Wizard** as a convenience to our families in scheduling conferences. To schedule conferences, parents will be able to access the PTC Wizard program through the **Important Information** section located on our website ([www.glenbardeasths.org](http://www.glenbardeasths.org)) beginning on Monday, October 2nd at noon, and ending on Monday, October 23rd at 8:00 p.m. Here is how it works:

#### Setting Up Your Account

1. Access our website ([www.glenbardeasths.org](http://www.glenbardeasths.org)) from Monday, October 2nd through Monday, October 23rd.
2. Under the **PARENT** tab click on **PTC Wizard** icon under PowerSchool and other Online Services
3. You will be asked to set up an account. This is secure information. Please provide:  
**Your first and last name (not your child's)**  
**Your e-mail address (not your child's)**  
**A password that you select**
4. You must add at least one child to your account. The system will pre-fill your last name for your child, but you can change the last name for your child if necessary. You will then be asked "is this information correct," if you only have one student select "yes" and click "continue." If you have additional students, select "no" to add their names. After entering all of your children, click "yes" and click "continue."

#### Setting Up Your Conference

5. Click on the conference date you want to attend (Wednesday, October 25th or Thursday, October 26th). Click "continue." Select the teachers that you would like to meet with for each of your children. Click "continue" to see the list of teachers that you have selected. If the teachers that you have selected are correct, click "continue." **\*\*Please note you will need to scroll down and to the right in order to see the continue button after each teacher selection\*\*\***
6. For each teacher, select your desired timeslot. (If you have multiple students entered, select the appropriate name from the dropdown menu for that teacher.) Continue until you have scheduled all desired conferences. **Note: Do not schedule back-to-back conferences. Allow for travel time between classrooms. No more than 5 min. is allowed for any teacher under any circumstances. If you need more time with a particular teacher please set up a separate conference on a different day. You may contact the teacher directly by phone, email or use this conference time to set up a more detailed meeting.** Click "continue" at the bottom, right corner of the page Click "continue" at the bottom, right corner of the page.
7. You will then see a summary of your scheduled conferences. Click on "My Schedule" (top, left tab) and you will then have the option to print your schedule or have it emailed to you. **DO NOT** print "Schedule Summary", print the email version. The Summary **does not** have the room numbers. This page will also provide information and options to cancel or add conferences. If you choose to add additional conferences, you will be returned to the beginning. Note: Your scheduled appointments are saved in the system, so you only need to add new appointments.

**If you do not have a computer in your home please feel free to borrow your child's iPad to access the website.**

**Additionally, most public libraries have computers available for public use.**

**Please call 630.424.6623 if you have any further questions.**

Sincerely,  
Mr. Shahe Bagdasarian, Principal

#### WHERE EXCELLENCE IS TRADITION

Ms. Joan Witkus, Assistant Principal for Instruction • Mr. Kurt Johansen, Assistant Principal for Operations  
Mr. Antoine Anderson, Assistant Principal for Student Services • Mr. DWayne Bates, Assistant Principal for Athletics