

The Liberty Lantern

NOVEMBER
2025



Office Personnel:

Principal: Shane Street

Assistant Principal: Ed Lesniak

Administrative Assistant: Nicole Morris

Administrative Assistant: Jane Lysik

School Office Hours: 7:00am – 3:55pm

Telephone Number: 815-462-7951

[Liberty Jr High Website Link](#)



From the Main Office:

November means first trimester report cards and parent ~ teacher conferences are right around the corner. Report cards will be emailed home to parents/guardians on Friday, November 21st. Our teachers look forward to meeting with their students' parent/guardians, as we feel good communication between home and school can be a key component in our students' success at school. We hope you enjoy a wonderful Thanksgiving break!

**Shane Street
Principal**

**Ed Lesniak
Assistant Principal**

Important Dates

- **Nov. 5 ~ Picture Retake Day**
- **Nov. 14 ~ End of Trimester 1**
- **Nov. 17 ~ 2nd Trimester Starts**
2nd Trimester Cycle Classes Begin
- **Nov. 18 ~ Board Meeting 6:00pm**
- **Nov. 21 ~ Early Dismissal 11:25am**
Report Cards Emailed
- **Nov. 24-25 ~ Parent/Teacher Conferences No School**
- **Nov. 26-28 ~ Thanksgiving Break**

NEWS

you can use

Staff Emails:

For most non-urgent matters, emailing is the best way to contact a teacher. Please use the first initial of the first name and the full last name @nlsdl22.org EX: John Smith jsmith@nlsdl22.org



Student iPads...

All students are issued a NLSL I22 iPad and are expected to have this with them for all classes and to bring it home each night. Bringing a fully charged iPad to class each day is essential for maximizing learning opportunities and ensuring seamless participation in digital activities. A dead battery can hinder learning, disrupt the classroom and put students at a disadvantage. Please assist your child with creating a routine that ensures they have a fully charged iPad to start each and every day of school.

School Lunch:

The school lunch order link is sent out by district office every other week to the parent/guardian email listed in PowerSchool. Please place your order by the deadline in order to ensure your child will receive lunch. You can find more information on the lunch program here: [Lunch Program](#)

Lunch Times

7 th Grade	8 th Grade
5A 11:17-11:36	6A 11:59-12:18
5B 11:36-11:55	6B 12:18-12:37

Attendance Matters...

It is very important that your child be in attendance each and every day, but we do realize that there will be times when they are sick and need to stay home. If your child will be absent, please call the main office at 815-462-7951 by 8:30am the day of the absence. Please call even if you send a note or email the teacher. We will begin calling parent/guardians and emergency contacts if we do not receive a call by 8:30am. To arrange an early pickup for your student please call the office to let us know the time you will be arriving.



Ice Cream & Snacks:

Hershey ice cream and other snacks ex: chips, granolas bars, are offered every day during lunch. A variety of flavors/items are available for \$1.00 each. These are a cash only purchase and cannot be deducted from the student's lunch account.



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Parent-Teacher Conference Info:

Parent/Teacher conferences will be held November 24th and 25th. To register for a conference, please visit the [district website](#) and navigate to the Parents and Students menu, then select Schedule Parent Teacher Conferences. Conference registration will open to all parents November 3rd and close November 14th at 11:59 pm. All conferences Monday will be in-person and all conferences on Tuesday will be via Google Meets. If you need to register for conferences or change your conference registration after Nov. 14th, please contact the school office. Directions for registering can also be found on pages 15-19 of this newsletter.

Morning Math:

Monday ~ Mr. Billig Rm 120
Tuesday ~ Ms. Lavin Rm 100
Wednesday ~ Mrs. Bethman Rm 102
Thursday ~ Mrs. Bergeron Rm 200
Friday ~ Mr. Bahret Rm 118



Homework Club:

Join as needed in Rm 220
Tuesday ~ 2:55-3:30pm
Wednesday ~ 7:30-8:15am
Thursday ~ 2:55-3:30pm



School Picture ReTake Day:

We have our picture retake day scheduled for Wednesday, November 5th. Any student that either would like a retake or did not get a picture taken during the initial round last month will be able to do so on this date.



First Trimester Report Cards:

In the afternoon of November 21st, parents/guardians of students in grades 1-8 will receive their child's report card via the email listed in PowerSchool. The report card can also be accessed through PowerSchool on this date.

8th Grade End Of The Year Events:

- 8th Grade Graduation Dance = Friday, May 8th (6:00pm-8:00pm)
- 8th Grade Great America Trip = Thursday, May 21st
- Last Day of Attendance for 8th Graders = Tuesday, May 26th
- Graduation Ceremony = Wednesday, May 27th at Lincoln-Way West HS (7:30pm)



NEWS

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Student Council:

Liberty Student Council has been very productive this fall! We hosted a very successful fall spirit week that featured fun theme days and a school-wide pep assembly. Members of student council will collaborate with other student council delegates from surrounding areas during an evening Leadership Workshop in November. Student council will also be sharing homemade cards and notes to the veterans at the New Lenox VFW and American Legion organizations in recognition of Veteran's Day. We gladly welcome new members to student council as we prepare for our winter activities. Please contact Mrs. O'Brien or Mrs. Patras with any questions. Thank you to all of the Liberty Student Council members for their hard work!

National Junior Honor Society:

Liberty will be running a food drive from Oct. 27th to Nov. 20th to benefit the New Lenox Food Pantry. Students are encouraged to bring in non-perishable food items to their study hall. The study hall that brings the most items will receive a pizza party!

7th graders interested in applying for NJHS this spring should check the school website (select "News" then "NJHS") for the NJHS qualifying rubric/requirements as well as a volunteer log to begin completing the required volunteer hours. Feel free to email cmcetttrick@nlsd122.org or stop by and see Ms. McEttrick in room 202 if you have questions.



Voices of Freedom:



Voices of Freedom is our Musical Theatre workshop. Students will prepare characters, songs, choreography, and work on other skills related to performing in musical theatre. This fall, we are beginning work on "The Emperor's New Clothes", which will be performed in January. This musical reimagining of the Hans Christian Anderson tale is set on a Caribbean island, and the songs have a distinctively tropical flavor. Our cast is Max Worden~Buzz, Jacob Smit~Philippe, Cristiano Hernandez~Nevis, Lena Holzman~Queenie, Grace Hoffman~Jasmin, Anna McVicker~Barbados, Kira Gagni~Lucia, and Margie Hess~The Empress.

NEWS

you can use

Speech Team:



Good luck to Liberty's Speech Team as they head into the IESA Regional contest.

Representing Liberty are Peyton Tamosiunas, Kelly Ayala, Margie Hess, Scarlett Fideli, Kira Gagni, Lena Holzman, Anna McVicker, Bailey Parise, Dominic Bielak, Tessa Fideli, and Peyton Dooley. They will perform in individual events such as monologue acting, impromptu speaking, and poetry, as well as duo events including comedy and drama acting and improvisation. The contest is Friday, November 7th, at Minooka JH.

Archery Club:



Archery Club's last meeting date was on October 28th.

Thank you parents for promptly picking up your students. It was a pleasure hanging out with the kids, teaching them how to shoot arrows, and watching them make connections with their peers.



Washington DC Trip:

In October, over 90 eighth grade students attended the Washington, D.C. trip. Despite the government shutdown, we were still able to visit the Smithsonian, the National Cathedral, Arlington National Cemetery, Mount Vernon, and many national memorials. The students gained both educationally and socially from this experience and we hope their appreciation and love for our country will continue to grow.

We are already looking forward to continuing this trip tradition with the upcoming eighth graders next year.



ATHLETICS

Boys' Basketball

The boys' basketball season is officially underway. The full roster for the 8th grade team is **Joshua Barger, Carter Bethke, Quinn Broders, Dylan Guthrie, Cameron Lask, Kellen Maher, Keegan Norberg, Caden Pawula, Gavin Reyna, Bryce Robinson, Jacob Ryan, Michael Stephens, and Mason White**. The team has been practicing hard in preparation for the season opener at home versus Oak Prairie on Monday, November 3rd. Check your school calendars and come out to support the Patriots this year as they take the court. We have a talented group, capable of accomplishing special things, and should be entertaining to watch. Good luck this season, boys!

Congratulations to the following 7th grade boys for being selected to this season's Liberty Junior High boys' basketball team: **Dave Aragbonfoh, Noah Buck, Dylan Feckler, Sammy Flores, Matthew Hackney, Evan Hooper, Ryan Koch, Charlie Pruett, Neyland Robinson, Grant Vanderwal, Beckett VanDeVelde, Jayden Zayas**.

Coach Zumpano is excited about working with this fine group of boys and improving their individual and team skills day in and day out. The team was selected on October 21st after two days of tryouts, and have been practicing diligently in preparation for their first regular season contest on Monday, November 3rd against Oak Prairie Bulldogs. Best of luck to our 7th graders in getting better and being competitive each and every day.



Girls' Basketball

The 7th grade girls' basketball team has gotten off to a 10-0 start to begin their season. The girls have had sustained success through their elite shooting abilities which has drawn many compliments from the referees, opposing coaches, and fans. As the girls are looking to keep their winning streak going, they also are beginning to tune-up for the IESA Regional tournament that is just a few weeks away. Best of luck the rest of the way, ladies!

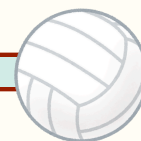
The 8th grade girls' basketball team is firing on all cylinders in the month of October. The team has a record of 8-5 and are hoping to continue their success into November. Regionals is just around the corner for the team, come on out and catch a home game. Keep up the great work Patriots!



ATHLETICS

Cheerleading

The Liberty Cheerleaders have been working hard to perfect their halftime routine, including creating exciting ways to showcase their stunting and tumbling skills. Their first performance was on Oct. 22nd, where the girls energized the crowd and athletes with their powerful sideline cheers. Their first full performance will be on Tuesday, Nov. 4th, when they will cheer on 7th and 8th grade girls' basketball teams against Manhattan. If you cannot make it to this performance, no worries! The cheerleaders will perform at various games throughout November and December, their next performance is on Monday, Nov. 10th. Please support the Liberty Cheerleaders as they cheer on Liberty basketball!



Boys' Volleyball

Congratulations to the 8th grade boys' volleyball team on a great season! The team finished in a three-way tie for 2nd place in the Des Plaines Valley Conference standings; and took 4th place in the DPVC Tournament. A special "shout out" to Sully Burns, Dylan Guthrie and Kyle Casey on receiving special "All-Conference" accolades for their performances throughout the season.

Your 7th grade boys' volleyball team recently finished up their season with what Coach Zumpano feels is "the most fun volleyball game" he has ever been a part of! Culminating with the annual Des Plaines Valley Conference (DPVC) tournament, the boys entered as the #7 seed and were squared off with the #2 seeded Trojans from Troy. With the match taking place out at Homer Junior High, the boys brought their best skill and effort of the season to the match. The team won the first game 25-15, and ended up going to the three games. In the final game, the team came up just short, losing 25-21, but they pulled off some creative, smart, and skilled plays to show their peak performance when it mattered the most in the end. Congratulations to the team on getting better everyday, and hopefully there are bigger and brighter things to come next season. GO PATRIOTS!

Wrestling

The start of the New Lenox Wrestling season is still a month away, but will arrive very quickly! The season begins on Monday, December 1st, for 5th and 6th graders on Tuesday, December 2nd, for 7th and 8th graders. Registration started back in early October and will continue through Thursday, November 20th. Registration is completed by sending back the "Authorization for Medical Treatment" and "Emergency Contact Information" forms to the school office.



Please feel free to contact Head Coach Fred Manzi fmanzi@nlsd122.org or Assistant Coach Jim Havlin jhavlin@nlsd122.org with any questions.

A CURRENT SPORTS PHYSICAL IS REQUIRED TO BE ON FILE WITH THE SCHOOL BEFORE PARTICIPATION CAN BEGIN.



MUSIC

dept.



WHAT'S HAPPENING THIS MONTH:

6th Gr. Band/Orchestra/Allegro/Jazz Band Concert

Date: November 5th

Time: 6:30pm

Location: Liberty Main Gym



5th Gr. Band/Orchestra/Chorus Concert

Date: November 13th

Time: Band 5:30pm

Orchestra 6:15pm

Chorus 7:00pm (cafeteria)

Location: Liberty Main Gym

BAND

In October, the Liberty Band performed an excellent concert. We are so proud of our musicians for their hard work. November brings more performances! All concerts are free and open to the public. We hope to see you at one of our upcoming performances to support our amazing musicians. In addition, we are so proud to announce that four of our Liberty Band members were selected for the prestigious Illinois Music Education Association District 1 Junior Festival Band. These students will rehearse all day with a guest conductor and put on a concert on Nov. 22nd, at Unity JHS in Cicero. Congratulations to Dom Casey-percussion, Blake Mulligan-percussion, Jane Pearson-french horn, and Logan Visny-trombone. We know you will represent Liberty well!

CHORUS

The Patriot Chorus has a concert coming up on Thursday, November 13th, at 7:00pm in the Liberty Cafeteria. They will perform a variety of styles and genres that will showcase the skills they have been working on this fall. From syncopated rhythms to lush harmonies and even singing in other languages, the choir has been really stretching what they are capable of. Don't miss what will be a great performance!

ORCHESTRA

It's beginning to sound a lot like Christmas in the Liberty Orchestra room! Yes the Liberty Orchestra is already gearing up for it's December Holiday Concert on Wednesday, December 17th at 6:30pm. Be sure to order your poinsettia from the New Lenox Music Boosters which will decorate the gym for the performance and go home with you that evening. Order forms were emailed out and are available in the orchestra room. Before we really get going into the holiday season though, Allegro will present it's first performance of the year at the 6th grade band and orchestra concert on Wednesday, November 5th, at 6:30pm. If your musician didn't do Allegro this half of the year, there is an opportunity to join in January so come join us!

FALL CONCERT VIDEO



[LIBERTY BAND & ORCHESTRA FALL 2025](#)

CALENDAR REMINDERS

November

- **2nd** Daylight Savings Time
- **5th** Picture Retakes
- **6th** Grade Band, Orchestra, Allegro, Jazz Band Concert 6:30pm
- **13th** 5th Grade Concerts
Orchestra 5:30pm
Band 6:15pm
Chorus 7:00pm
- **14th** Trimester 1 Ends
- **15th** ILMEA Jazz Festival TBA
- **17th** Trimester 2 Cycle Classes Begin
- **18th** Board of Education Meeting 6:00pm
- **21st** Early Dismissal 11:25am
- **22nd** ILMEA Jazz Festival TBA
- **24th** Parent Teacher Conferences
12:00pm-8:00pm
- **25th** Parent Teacher Conferences
8:00am-12:00pm
- **26th - 28th** Thanksgiving Break

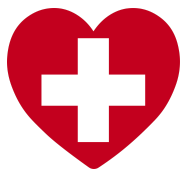
December

- **16th** 7th Grade Field Trip: Christmas Carol Board of Education Meeting 6:00pm
- **17th** Winter Fine Arts Night 6:00-8:00pm
Band/Orchestra/Chorus Concert 6:30pm
- **19th** Early Dismissal 11:25am
- **22nd - Jan 2nd** Winter Break
- **Jan 5th** Institute Day No School



LIBERTY FULL CALENDAR

WEEKLY ACTIVITY CALENDAR



NURSE'S CORNER

What is a Concussion?

A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells (Centers for Disease Control and Prevention, 2022).

All concussions are serious, especially for the developing brain. It is important to recognize and respond quickly when a concussion first occurs to aid in recovery and prevent further injury. Please seek medical attention immediately if a concussion is suspected. Please report any head injury or concussion diagnosis to the school nurse immediately.

Possible signs and symptoms

Signs (things observed by you)

- Seems confused
- Answers questions slowly
- Repeats questions
- Can't remember events before or after the hit, bump, or fall
- Loses consciousness (even for a moment)
- Has behavior or personality changes

Symptoms (things reported by the student or a witness to the injury)



Thinking/Remembering:

- Trouble thinking clearly
- Trouble concentrating
- Problems with short- or long-term memory
- Feeling slowed down
- Feeling foggy or groggy



Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous or anxious



Physical:

- Headache
- Nausea or vomiting
- Dizziness or balance problems
- Feeling tired
- Vision problems
- Bothered by light or noise
- Numbness or tingling
- Does not "feel right"

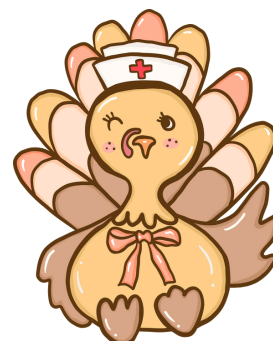


Sleep*:

- Sleeps less than usual
- Sleeps more than usual
- Trouble falling asleep

CDC, 2022

For more information please visit: www.cdc.gov/HEADSUP





Liberty Junior High 2025-2026 VIP hardcover yearbook

The 2025-2026 yearbook has two options:
Standard Yearbook ONLY - for \$30 (Due 4/10/26)

8th grade Yearbook with Happy Ad - for \$40 (Due 12/20/25)

*Email to follow with Happy-Ad details after purchase

Gmail account is needed to upload Happy Ad information

Questions?

Email Ms. Alvarez at aalvarez@nlsd122.org or Mrs. Berwanger at
mberwanger@nlsd122.org

<https://www.vipis.com/group/db0e9aa9/liberty-junior-high-school>



ARE YOU INTERESTED IN THE GEOGRAPHY BEE!

Liberty and Martino will be hosting a school level competition and a Cross-Town Competition this year.

Liberty School Level Competition (Students Only):

Date: 11/12

Time: 2:50-3:50

Location: Room B-108 (Mrs. Ferree's Room)

The top five finalists will advance to the Cross-Town Competition.

Cross-Town Competition(Families may attend):

Date: December 9

Time: 4:00- 5:00

Location: Liberty Jr. High Cafeteria

**SIGNUP: JOIN GOOGLE CLASSROOM PAGE WITH CODE-
4yr4emjh**



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



LIBERTY JUNIOR HIGH'S NJHS



FALL FOOD DRIVE



**BENEFITING THE NEW LENOX TOWNSHIP FOOD
PANTRY**



OCTOBER 27TH – NOVEMBER 20TH

ITEMS MOST NEEDED BY NEW LENOX TOWNSHIP FOOD PANTRY

Canned meat: Chicken, Spam, Salmon, Beef Stew,
Corned Beef, Ham, Sloppy Joe Mix

Canned veggies: Carrots, Peas, Canned Potatoes

Canned fruit: Applesauce, Peaches, Pears, Mandarin Or

Canned soups: Cream of Mushroom, Cream of Chicken
Beef Soup Broth

Hamburger Helper Lasagna, Cheesy Tuna, Cheeseburger,
Stroganoff, White rice

Chicken-flavored rice, beef-flavored rice

Instant mashed potatoe in packets
Saltine crackers



The study hall with most donated
items will be rewarded with a pizza party.



DO YOU LOVE TRIVIA JOIN THE LIBERTY IESA SCHOLASTIC BOWL TEAM

WHO: Anyone who enjoys trivia games such as Jeopardy, Millionaire, Trivia Pursuit, etc. (Topics include math, social studies, language arts, current events, sports, popular culture, and more).

WHAT: Informational meeting will be held on Thursday, December 11th from 3:00-3:30

WHERE: Room B-108 (Mrs. Ferree's room)

Tryouts (If needed):

Tuesday, December 16th 2:50-3:50 pm

INTERESTED: JOIN THE GOOGLE CLASSROOM WITH CODE

Vd7ry6un

Dear 7th Grade Parents/Guardians,

We are planning a fieldtrip to Drury Lane Theatre on Tuesday, December 16th, to see a stage performance of *A Christmas Carol*. This is truly a wonderful experience for the students to see a professional production of a story they study in class.

The following standards will be covered on this trip:

- Analyze how particular elements of a story or drama interact (e.g., how setting shapes the characters or plot).
- Compare and contrast a written story, drama, or poem to its audio, filmed, staged, or multimedia version, analyzing the effects of techniques unique to each medium (e.g., lighting, sound, color, or camera focus and angles in a film).
- Compare and contrast a fictional portrayal of a time, place, or character and a historical account of the same period as a means of understanding how authors of fiction use or alter history.

The cost of the fieldtrip will be \$20.

While field trips are an exciting educational activity for students, they are also a privilege at Liberty Junior High. Proper behavior needs to be displayed on a consistent basis both in class and while at school and on the bus. If students receive any of the following consequences over the next six weeks, they will lose the privilege of attending this field trip and will be assigned an alternate activity. Any paid money will be returned.

1. Any external suspension
2. Any internal suspension
3. Multiple internal suspensions from a specific class (due to Step 4s or other)

Please return the bottom portion of this permission slip and money to your **ELA Teacher** no later than **Friday, November 14, 2025**.

✂-----

Child's Name: _____

____ Yes, my child may attend the 7th grade fieldtrip to Drury Lane Theatre in Oak Brook on Tuesday, December 16th.

____ No, my child will not attend the 7th grade fieldtrip to Drury Lane Theatre in Oak Brook on Tuesday, December 16th.

Parent Signature: _____

Cash or Check is accepted. Please make checks payable to Liberty Junior High.



PTC Wizard Online Conference Scheduling System PARENT INSTRUCTIONS

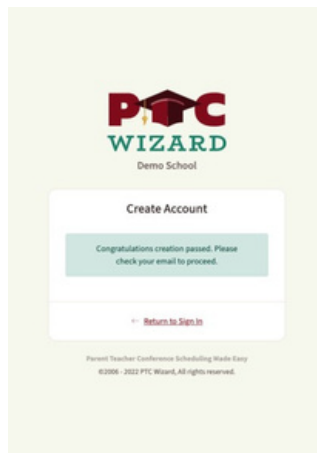
Go to the NLSD website, select Schedule Parent-Teacher Conferences under the Parents/Students main menu. Click on your school. **PLEASE NOTE:** All parents will need to register as a first-time user, even if they used the scheduling system last year. Click the red button "Create Account" and enter your first name, last name, email and password in the resulting window, then click Register. **PLEASE NOTE:** *If you have multiple students in multiple schools, you will need to return to this page and sign in with this account for each school!*

The screenshot shows the 'Parent sign in' page of the PTC Wizard system. At the top is the 'PTC WIZARD Demo School' logo. Below it is a 'Parent sign in' section with input fields for 'Username' and 'Password', followed by a red 'Sign in' button. Below the button is a section 'OR SIGN IN WITH' with icons for Google and GGAL. At the bottom of the form are links for 'Forgot Password' and 'Create Account'. The footer contains the text 'Parent Teacher Conference Scheduling Made Easy ©2006 - 2022 PTC Wizard, All rights reserved.'

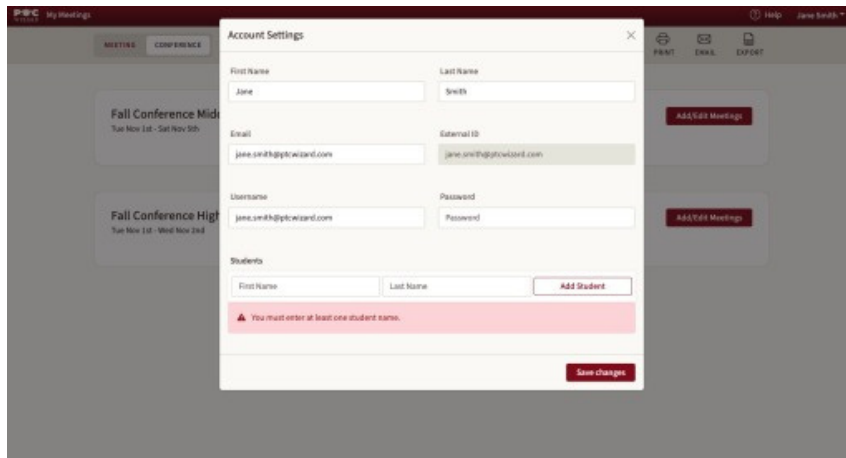
Click on the "Create My Account" link at the bottom.

The screenshot shows the 'Create Account' page of the PTC Wizard system. At the top is the 'PTC WIZARD Demo School' logo. Below it is a 'Create Account' section with input fields for 'First name', 'Last name', 'Email Address', 'Choose Password', and 'Confirm Password'. Each password field has a red eye icon to toggle visibility. Below the fields is a red 'Create my account' button. At the bottom of the form is a link for 'Return to Sign in'. The footer contains the text 'Parent Teacher Conference Scheduling Made Easy ©2006 - 2022 PTC Wizard, All rights reserved.'

After you register your account you will receive a confirmation message.



After registration you will be asked to add a student to your account.



Enter the first name and last name of your student/child.
If you have more than one student to register at this school, click "Add Student". When you are finished, click "Save Changes" then click "Close"

Scheduling Meetings

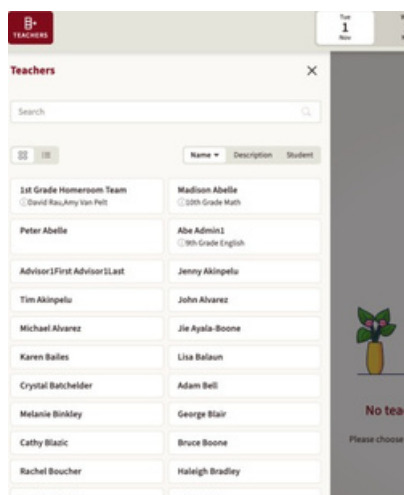
When you choose to Add/Edit meetings for a conference from the Agenda view, you will see the Schedule View.

In order to begin you must first add teachers to the page.

All of the teachers that are available to you will be visible when you open the "Teacher drawer" from the left side of the page by clicking the "Teachers" button.



All teachers with conference times will be visible in that drawer.

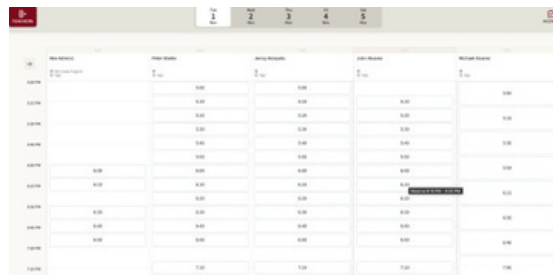


As you select teachers, they will appear in a matrix view on the page behind the drawer.

Once you close the drawer you will be able to make appointments for all of the teachers you selected.

You can open the teacher drawer and add or remove teachers from the page at any time.

After you close the drawer you will see the schedules for the teachers you have selected.

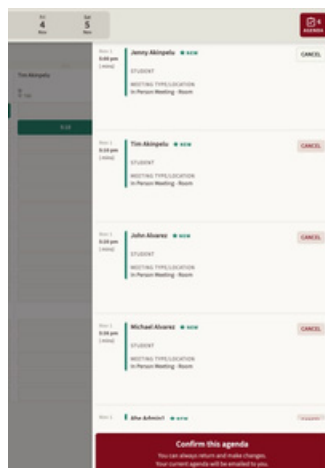


	Jenny Altepelle	Tim Altepelle	John Alvarez	Michael Alvarez	Alia Schmidt
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					

You can only see one day at a time. The selected day is visible at the top. If there is more than one day for the In Person conference, then you will see multiple options for the day at the top.

Meetings are saved in real time when you select them.

As you select meeting times, your agenda will grow. The Agenda Drawer slides out from the right side of the display and will contain all of your meetings for the conference you are viewing.



You can cancel a meeting from here or by unselecting the time itself.

Confirm and Email

After you finish reviewing your meetings, you should press the "Confirm this agenda" button to receive an email confirmation of your selections.

If you do not click that button, you will not receive an email confirmation. However, your meetings are still saved.

IMPORTANT: If you sign in for Google Meets Conference and you did **NOT** sign up with a gmail account, you will be asked to supply your name when you log into the conference.