

Wright Elementary School
Community Unit School District 300
847.683.5700
1500 Ketchum Road
Hampshire, IL 60140

Melanie Gravel, Principal
melanie.gravel@d300.org

John Cappas, Assistant Principal
john.cappas@d300.org



October 23, 2017

Dear Wildcat Families,

Parent-Teacher Conferences are just around the corner! Conferences are scheduled using an online sign-up system called PTC Wizard. Please refer to the details below and attached when working to schedule a conference with your child's teacher(s).

Conference Dates

- Monday, November 20, 2017 from 11:00 a.m.-4:00 p.m. and 5:00 p.m.-8:00 p.m.
- Tuesday, November 21 from 8:00 a.m.-1:00 p.m.

Parent-Teacher Conference Registration Window

- The registration window will open for parents to schedule a conference using the online system on Monday, October 30, 2017 and will remain open until Friday, November 17, 2017.

Instructions

- Detailed conference scheduling instructions are included in a separate document attached with this letter. Please be sure to use the link specific to Gary D. Wright Elementary School (<https://gdw300.ptcwizard.com/parent/>) when starting the scheduling process.

If you need assistance with the scheduling of conferences, please feel free to contact Mr. Cappas or a member of the Office Staff at (847) 683-5700. The Gary D. Wright Elementary School Staff look forward to meeting with you during Parent-Teacher Conferences.

Sincerely,

Dr. Gravel

Mr. Cappas