

Dundee Highlands Elementary School

Community Unit School District 300

224.484.4700 Phone

847.426.1935 Fax

407 South Fifth Street

West Dundee, IL 60118

Douglas Kouri, Principal • douglas.kouri@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 directors for registering for conferences using PTC Wizard. You may begin registering for Parent Teacher Conferences starting Monday, November 7, 2022 at 8:00 AM. The system closes on Friday November 18th at 2:00 PM.

Conference Dates:

*Monday, November 21st from 11:00 am until 4:00 pm and 5:00 pm until 8:00 pm

*Tuesday, November 22nd from 8:00 am until 1:00 pm

Step-by-step Instructions

1. Go to <http://dhe300.ptcwizard.com/parent> (also located on DHES website)
2. Enter the following and click Sign In.
 - a. Username is your Parent Portal Username
 - b. Password is also your Parent Portal Username
3. Click "Add a meeting"
4. Select "DHES Conferences 2022"
5. Select a conference date (November 21st or November 22nd)
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.
(Detailed directions with screenshots are included).

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.

The DHES Staff is looking forward to the upcoming Parent Teacher Conference days. If you need assistance, please call Miss Eileen at 224-484-4702.

Sincerely,

Mr. Doug Kouri