



# WAUSAU EAST HIGH SCHOOL

2607 North 18th Street • Wausau, WI 54403 • 715.261.0650 phone • 715.845.2913 fax • east.wausauschools.org

October 2018

Dear Parent(s)/Guardian(s),

This year at Wausau East High School, we are once again making parent-teacher conference scheduling available online. We are using an online program called PTCFast. We hope this will provide a more streamlined process and offer parents more scheduling choices. Conferences will be held on the following days:

**Thursday, October 18: 3:30-8:30**  
**Wednesday, October 24: 3:30-8:30**

## How to Access the Parent Teacher Conference Scheduling Website

Click on the following link: <https://ptcfast.com/schools/WausauEast>

## How to Schedule Conference Appointment Slots

- Go to the scheduling site using the link above. You may access it through either a computer or a digital device.
- Click on the teacher(s) you would like to schedule with for your first child.
- Enter the information requested on the form including your child's name, your name, your email, and phone number.
- Click submit
- You will receive an email from PTCFast.com with a link to schedule with your selected teacher(s). Click on the link "Click here to select conference time"
- You can now view and select the open times for each of the teachers you selected.  
***Please note that next to the teachers name you will see the room # and what floor they are on for conferences so that you can select all the 1<sup>st</sup> floor rooms or 2<sup>nd</sup> floor rooms consecutively.***
- After selecting your times make sure to click "Confirm Selections" on the bottom of the page
- To add another conference for this child, click on the link in the left hand page navigation that says "Register another conference at Wausau East High School for..."  
or if you have another child at Wausau East you can click on "Add a different student at Wausau East High School" and follow the same steps outlined above.
- After clicking "Confirm Selections" you will receive an email confirmation and have the option to print your schedule.  
***\*\*Make sure to save this email. If you need to cancel/change your conferences, you will need to click on the link provided in the email.***

If you need additional assistance with scheduling your parent teacher conferences, please contact your child's teacher or the main office at 715-261-0650.

Thank you,

Bradley J. Peck, Ph.D.  
Principal