MORRIS ACADEMY FOR COLLABORATIVE STUDIES

Parent-Teacher Conferences: Book Your Meetings Online

Thursday, November 19 and Friday, November 20, 2026

START HERE

Scan the QR code with your phone camera, click on, or type this link into your browser:

https://app.ptcwizard.com/ptc1788782567808/login

Prefer another language? Tap the flag at the top of the sign-in page and choose your language.

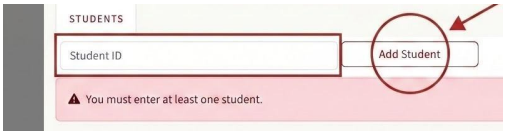
7 STEPS TO BOOK YOUR CONFERENCES

1 **Create your account.** Tap **Create Account** at the bottom of the sign-in page. Already have one? Sign in with your email and password. Forgot it? Tap **Forgot Password**.



2 **Fill in the form.** Enter your first name, last name, email, and a password. Tap **Create My Account**.

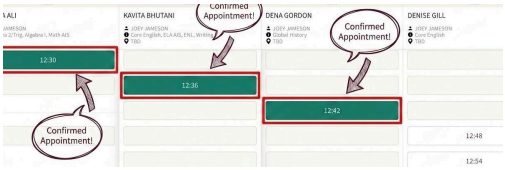
3 **Add your child.** Type your child's **9-digit OSIS number** (their NYC student ID) and tap **Add Student**. Your child's name will appear. Have more than one child at MACS? Add each one now.



4 **Save your phone number.** Enter it in your profile and tap **Save**.

5 **Choose your teachers.** Tap **Add/Edit Meetings**, then **View Available Teachers or Teams**. Select every teacher you want to meet, then tap **Continue to Schedule**.

6 **Book your times.** Pick a day at the top (Nov. 19 or Nov. 20). Tap an open time under each teacher. **Green means booked.** On a phone, tap the collapse button to make the columns smaller.



7 **Confirm.** Tap **Review and Continue** (top right), check your list, then tap **Confirm This Agenda** and **Finished**. You will get a confirmation email. Keep it.

Can't find the OSIS number?

It is on your child's report card and in your NYC Schools Account (NYCSA). Still stuck? Call **Krystal Johnson at 718-617-5312, ext. 4282**.

Need an interpreter?

After you book, tap **Need a Translator?** on your schedule and choose your language. The school will be notified.

Need to make a change?

Sign back in with your email and password any time to add, move, or cancel a meeting.

Tip: Select all of your child's teachers in Step 5 to see everyone's open times at once.