



RAMAY JUNIOR HIGH

RESPECTFUL • RESPONSIBLE • SAFE

401 S Sang Ave | Fayetteville, AR
72701

P: 479-445-3064 F: 479-444-3013
www.ramay.fayar.net

CAP CONFERENCES:

**TUESDAY, APRIL 8th and THURSDAY, APRIL 10th from
4:00–7:00 pm.**

**SIGN UP GOES LIVE AT 5:00 PM TODAY, MARCH 17th and ENDS ON
MONDAY, APRIL 6TH at 10:00 PM.**

PTC WIZARD PARENT INSTRUCTIONS

Ramay Junior High School utilizes software called PTC Wizard to schedule CAP conferences. The instructions below will help you register for an account and schedule your CAP conference. If you already have a PTC Wizard account, you will not have to register again. You may log in and go to “schedule meeting.”

If you already have a PTC Wizard account, then skip to the Schedule Meetings section. If you are the parent of a 7th grader and attended Parent Teacher Conferences in the fall, then you should already have an account in PTC Wizard and can skip down to the section titled To Schedule Meetings.

If you have not already created an account in PTC Wizard, please follow the directions in the bulleted paragraph below:

Registration

- **To Register:**
 - Click **[HERE](#)** then click the **Create Account!**

- You will be redirected to a form – fill it out: (first name, last name, email address and a password)
- Click **Register**, and then add your student or students.
- Click **Save** and then hit **Close** to begin registration
- To add more than one child, Click Account Settings (top right corner of the screen)

To Schedule Meetings:

- Click **HERE**
- Then click the “Add a Meeting” under the “2025 Spring CAP Conferences.”
- On the top middle of this screen you can choose Tuesday, April 8 or Thursday, April 10.
- On the left side of the screen you will be able to choose **“Teachers.”**
- You will then have the option of a **“with a general education teacher,” “with a special education teacher,” or with a teacher and an interpreter for each grade level.**
- For example, if you are the parent of a current 6th grade student and want to schedule a CAP Conference, choose “7th- with a general education teacher.”
- If you are the parent of a current 7th grader with an IEP, choose “8th- conference with a Special Education Teacher”
- **Here is a video tutorial that walks you through the process step by step.**

For more information on the Ramay CAP process go to Ramay [CAP Information](#).

If you have questions or need help please contact one of us by email and we will get back to you:

Ashley Pointer – next year 8th Grade Counselor – ashley.pointer@fayar.net

Dustin Manning – next year 7th Grade Counselor – dustin.manning@fayar.net

Lauren Parker – CAP Coordinator – lauren.parker@fayar.net

Dr. Christopher Johnson – Principal – christopher.johnson@fayar.net

We look forward to seeing you at CAP Conferences to finalize your child's course requests at Ramay Junior High School for next year. If you have any questions, please do not hesitate to call Ramay (479-444-3064) and speak to a Counselor or Admin. You will find valuable information on the [Ramay CAP website](#).

Sincerely,

Ramay Counseling Department