

Beaconsfield Junior High School

Parent/Teacher Interview Instructions

Tuesday, March 22nd, 2016 at 1:00 – 4:00 & 6:00 – 8:00 p. m.

There are two methods parents can use to schedule interviews with teachers. Please use **one method** only:

1. **If you have email and a web connection, please use The Online Method** (*instructions below).
OPTIS will open for parents to book appointments on Friday, March 18th at 2:30 p.m. onwards.
2. **OR** you can fill out the form below and send in to the office with your student. Appointment requests will be assigned in the order they arrive.

We will not be accepting phone, fax or email requests at this time.

Please note:

- Appointments are made on a first come first serve basis.
- Parents may book for **4 appointments only**, each appointment is for 10 minutes only.
- In the event that teachers are fully booked please add your name to their wait list or contact the school secretary and your name will be given to the teacher. They will contact you at their earliest convenience to arrange an alternate meeting time.

Method #1 –OPTIS – the Online Parent Teacher Interview Scheduler:

Visit <http://www.parentinterviews.com/beaconsfield> to schedule appointments.

Follow these steps to register, add student(s) and book appointments with teachers:

1. To start booking your Parent Teacher Interviews you first have to register. To register, click on the link that says: "Parents: New to OPTIS? Click Here".
2. Enter the required information and click "Continue".
3. You are now registered and are ready to add students to your account. Click "Continue".
4. Click "Continue" to enter the Appointment Wizard. Follow the onscreen instructions to add one or more students to your account.
5. Now that you have added your student(s) to your account, you will be able to schedule appointments with teachers.
6. The Appointment Wizard screen will guide you through the scheduling process. Click "Continue" to begin.
7. Select teacher(s) with whom you would like to make an appointment. Select the date at the bottom of the screen. Click "Continue".
8. Select an appointment time for the selected teacher(s) using the drop-down menu on each teacher's line. When you have selected appointment times, click "Continue"

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Note: If you inadvertently schedule two appointments at the same time you will receive an error message on the next page and will have the opportunity to re-schedule the double-booked appointment.

- 9. The appointment schedule for your student is now complete. You may print out the appointment schedule or have it e-mailed to you.
- 10. Click "Return to Previous Menu". You may now add appointments for another student or click "Return to Main Menu" to log out.

***Please note Ms. Aedon Young will only be available for interviews from 6:00 – 8:00 p.m.. All interviews may be scheduled via OPTIS.**

Method #2 – Parent Teacher Interview Request Form:

Parent/Caregiver Name: _____ Telephone: (h) _____ (w) _____

Student’s Name: _____ Homeroom #: _____

I would like to request interviews with the following teachers for my son/daughter:

1. _____	2. _____
3. _____	4. _____

In the box to the right **please indicate the requested starting time/ day** for these appointments:

*****The information in this form may be dropped off at the office only.*****

*****This form will be sent back home with your student.*****

School will dismiss:

Tuesday, March 22nd, 2016 at 11:32 a.m.