



# École Holy Family Elementary School

Sheryl Ryan, Principal

Jennifer Grandy, Asst. Principal



## Parent/Guardian Teacher Interview Scheduling Method – OPTIS

For this reporting term we are continuing with the Online Parent-Teacher Interview Scheduler –OPTIS. This will allow parents/guardians to go online and book an interview time that works for them. This will be extremely helpful for those families with more than one child in our school, however, please remember to allow for time to move from one child's classroom to another.

If you have difficulty following the steps below, or if you do not have internet access, please call the school or send us an email ([jennifergrandy@nlesd.ca](mailto:jennifergrandy@nlesd.ca) or [sherylryan@nlesd.ca](mailto:sherylryan@nlesd.ca)) and we will set up the interview time for you.

*We are hoping to open OPTIS on Wednesday, Nov. 21<sup>st</sup> at 9:00 am. It will close on Wednesday, Nov. 28<sup>th</sup> at 3:30pm.*

### Online Parent-Teacher Interview Scheduler – Parent Instructions

Go to our school website at <https://hfsparadise.com>. Go to the Parent menu and then click on OPTIS.

Or cut and paste the following website into your internet browser:  
<https://secure.parentinterviews.com/holyfamily>

Parents/guardians can ONLY book a time on Thursday afternoon or evening – teachers will be in class for the morning and are therefore NOT available for meetings.

### How do I register a new account so I can start making appointments?

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Assistant Principal

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**Please note that for Term One all parent accounts will be new.**

-At the User Login screen (the first page you see), click the link which reads *New Parents: Start By Clicking Here*.

-You should now see a registration form. Fill in the required information and click the *Continue* link located at the bottom of the form.

**-Note:** Ensure that you enter your correct email address as information you need to activate your account will be emailed to that address.

-Please check your email and follow the instructions to confirm your email address and activate your account.

### **I already have an account but I can't remember my password.**

#### **What do I do?**

-If you have lost your password, it can be emailed to you.

-At the OPTIS login screen (the first page you see). Click the link *Lost your password? Click here*.

-You should now see a form with an *Email Address* field. Enter your email address here and click the *Continue* link.

-Your password will now be emailed to you.

-Check your email to retrieve your password.

-You may now go back to the log in screen and log in with your email address and password.

-Note: If you receive an error saying that your email address is not registered, then your account may have been removed by an administrator.

### **How do I schedule appointments?**

-Click the *Make Appointments* link from the menu.

-Next, you will need to enter some information about your children. When done, click the *Continue* link.

-\* If you have more than 1 child attending this school, check the *I want to add another child* checkbox to add another child.

-When you have finished adding your child/children, you will see the list of students who you have

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added to your account. Select which children you would like to make appointments for and click the *Continue* link.

-On the next screen, you will see our parent-teacher conference date. Select this date.

-Now, select from the list of teachers which teachers to make appointments with. Click the *Continue* link.

-On the next screen, each teacher will have a drop-down box with a list of their available times listed. Select a time to reserve for each teacher, then click the *Continue* link.

### **How do I add my children to my account?**

-Locate the *My Account* link from the Menu.

-A drop-down menu will appear. Click the *My Children* link.

-Enter your child's first and last name into the form.

-Click the *Continue* link at the bottom of the form

### **How do I change the time of an appointment that I have already scheduled?**

-Click the *My Schedule* link from the menu. You should now see a list of appointments you have made.

-Click the *Edit Appointment* link next to an appointment.

-Choose a new time from the options available and then click the *Continue* link.

### **How do I cancel an appointment that I have scheduled?**

-Click the *My Schedule* link from the menu. You should now see a list of appointments that you have made.

-Click the *Cancel Appointment* icon next to an appointment.

### **How do I print my interview schedule?**

-Click the *My Schedule* link from the menu. You should now see a list of appointments you have scheduled.

-Click the *Printer-Friendly Schedule* link. Your browser's print dialogue will open. Select a printer and click the *Print* or *OK* button.

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