

**École Intermédiaire
Macdonald Drive
Junior High School**



To: Parents/Guardians
Re: Parent/Teacher Interviews: Optis
From: Administration

It is reporting time again! Progress reports will be distributed to all students on Friday, March 18th or possibly March 17th due to pending weather. Parent/teacher interviews are scheduled for **Tuesday, March 22nd**. All **students** will be dismissed at **11:39 a.m.** on this day and interviews will begin at 1:00 p.m. and conclude at 8:00 PM.

Again this year we will be booking appointments through the online booking system called **OPTIS**. The website address is: **<http://www.parentinterviews.com/mdjh>** or you may access the program from our school website at: <http://mdjh.info/>

The system will be accessible for the scheduling of appointments on **Friday, March 18th at 3:00 PM** and will close on **Tuesday, March 22nd at 9:00 AM**. Since this system operates on a first access basis, you are encouraged to make your appointment as early as possible. First time users should log onto the system and create an account before Friday, March 18th to avoid any delays and in case you should require assistance.

Instructions for using this system are as follows:

1. Enter website address: **<http://www.parentinterviews.com/mdjh>**
2. Click on the Optis link
3. At the User Login Screen, click New Parents and select "click here" which will take you to the registration screen
4. Follow on screen instructions (You may wish to keep a copy of your user name and password for future reference)
5. When finished entering all required data, verify for accuracy and click "continue"
6. Select "add a child" under Quick Links
7. Follow instructions to add your child or children's name. (You will be required to enter your child's first name, then last name, once this has been completed select "continue".
8. Select an appointment time at the top of the page
9. Select the box on the left side next to the name of the student you want to make the appointment for and select "continue"
10. Select the appointment you would like to avail of.
11. Select the teacher(s) you would like to see and select a time.
12. If you have more than one child and would like to make another appointment, please repeat this process.
13. When finished, Log off the Optis system by selecting "Log out" located on the right side of the screen.

If you experience any problems, please contact the school.

We strongly encourage our parents/guardians to make a special effort to attend parent/teacher interviews. If you are unable to make a scheduled interview on Tuesday, March 22nd and would like to have an appointment, please contact the teacher to make arrangements for an alternate time.