



**École Intermédiaire  
Macdonald Drive  
Junior High School**

December 2, 2016

To Parents/Guardians:

Concerning grades on the term 1 report card, please note the following:

Grade 7 students may not have a mark for religion on their report card due to them starting the school year participating in six weeks of the Character Education Program. Once completed, grade 7 students switched to religion. Marks will be updated in PowerSchool as we proceed.

Parent-teacher conferences will take place on **Thursday, December 8, 2016** from **1:00 – 7:00**. Students will be dismissed from school at 11:21 AM. Buses will be available to transport students home.

Parents/guardians can schedule meetings with teachers using OPTIS. New parents/guardians should review the attached guidelines for accessing OPTIS. OPTIS will become available for parents after 3:00 pm on Friday, December 2, 2016.

Please limit your requested meetings to three teachers.

There will be a professional development day for teachers on Friday, December 9, 2016. Therefore, school will be closed for students.

If you have any questions or require additional information, please contact the school at 753 - 8240.

Thank you,

Christina Pike  
Principal



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**Booking Parent – Teacher Interviewing using OPTIS**

**OPTIS – the Online Parent Teacher Interview Scheduler**

**Follow these steps to Register, Add student(s) and book appointments with teachers**

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

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 an appointment 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"  
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.