



## Booking Parent – Teacher

### Interviews using OPTIS

the Online Parent Teacher Interview Scheduler

**The OPTIS site will open for bookings on Friday, November 22nd at 4:00pm to Wednesday, November 27<sup>th</sup> at 4:00pm. Parent/Teacher interviews will be held on Thursday, November 28<sup>th</sup> from 1-3pm and 6-8pm.**

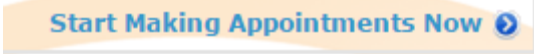
Follow these steps to Register; add student(s) and book appointments with

Teachers: Visit <https://secure.parentinterviews.com/hammonds> to schedule appointments.

**1.** To start booking your Parent Teacher Interviews you first have to register. To register click on the link that says: **[ New Parents: Start by clicking 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  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. 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 reschedule the double-booked appointment.**

**9.** The appointment schedule for your child is now complete. You may print out the appointment schedule or have it e-mailed to you. Please note: We ask that you please book only 1 appointment/per family for each teacher. If you require more time with your child's teacher, please contact the teacher to arrange an alternate time.