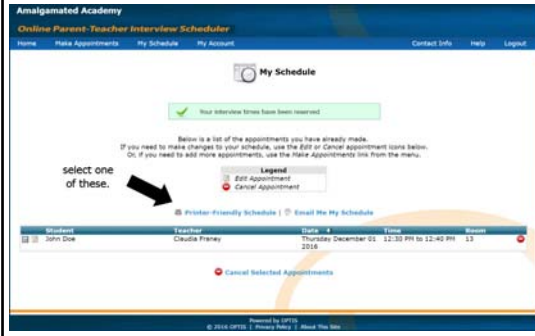


## Step 8:

The appointment schedule for your child is now complete. You may print out the appointment schedule or have it e-mailed to you.



# Amalgamated Academy

Elementary Classes



## OPTIS

### The Online Parent ~ Teacher Interview Scheduler

21 Eric Dawe Drive  
P.O. Box 460  
Bay Roberts, NL  
AOA 1G0

Phone

709.786.0280

Fax

709.786.1243

Website

<https://www.amal.k12.nf.ca>

Twitter

@Amalgamated\_NL



If you do not have access to the internet please contact your child's homeroom teacher and we will schedule you in an available timeslot.

An electronic version of this document can be located on our school webpage.

To schedule appointment visit :

<http://www.parentinterviews.com/amalgamated>

**Registration Opens on:**

**November 25, 2016 @ 6pm**

Please complete the following steps to schedule your parent/teacher meetings using OPTIS.

http://www.parentinterviews.com/amalgamated

### Step 1:

To book your Parent Teacher Interview you first have to register.

To register, click on the link that says: "New Parent: Start by clicking here" OR sign in with a username and password from a previous registration.



### Step 2:

Enter the required information and click "Continue". (Note: Record your email address and password for future bookings. If you do not have an email address, you can enter a made up one such as the one shown in the image, this will be used as your login id).



### Step 3:

You are now registered and are ready to add students to your account and make appointment(s). Click "Start Making Appointments Now".

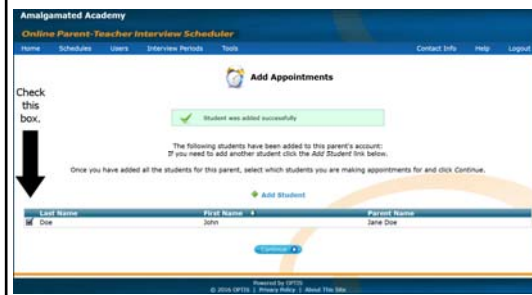


Enter your child's name.



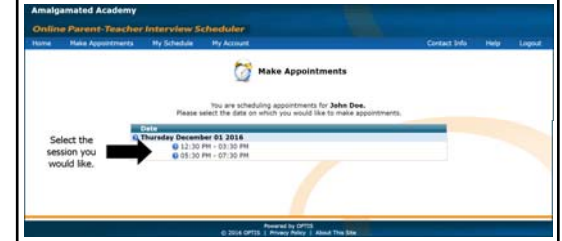
### Step 4:

To schedule appointments with teachers, select your child's name and click continue.



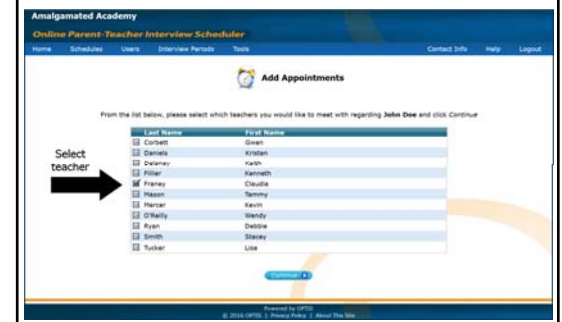
### Step 5:

Select the session at the bottom of the screen.



### Step 6:

Select teacher(s) with whom you would like to make an appointment.



### Step 7:

Select an appointment time for the selected teacher(s) using the drop-down menu on each teacher's line.

