**ASH LEE JEFFERSON ELEMENTARY SCHOOL**

**10 Lockview Road**

**Fall River, Nova Scotia**

**B2T 1J1**

**Principal: Lynn Mills Tel: 860-4163**

**Vice-Principal: Jennifer Cholock Fax: 860-4191**

**Administrative Assistant: Paula Leger E-mail: aljs@hrsb.ns.ca**

**Web:** [**www.aljs.ednet.ns.ca/WP**](http://www.aljs.ednet.ns.ca/WP)

**Booking Parent-Teacher Interviews using OPTIS:**

Visit <http://www.parentinterviews.com/ash-lee-jefferson> to schedule appointments.

Follow these steps to Register; add student(s) and book 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 “Start Making Appointments Now” 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 child (ren) to your account, you will be able 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”**
9. The appointment schedule for your child is now complete. You may print out the appointment schedule or have it emailed 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.

**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.**