


Scheduling Family-Teacher Conferences for Brother Rice Junior High Using Optis

1. Go to the website <https://secure.parentinterviews.com/brother-rice>
2. Create an account and Log In.
3. To add a student, click Add Child.

Brother Rice Junior High
Online Parent-Teacher Interview Scheduler

Home Make Appointments My Schedule My Account Contact Info Help Log Out

 Home


Getting Started


Brother Rice Junior High's Online Parent-Teacher Interview Scheduler. We hope this service makes scheduling your interviews as quick and easy as possible.


Let's get started - the whole process is only a few steps long. You should have all of your appointments scheduled in just a couple of minutes! Click the link below to start making appointments now.


[Start Making Appointments Now](#)

Quick Links

 **Start Making Appointments Now**

 **My Schedule**

 **My Information**

 **Add Child**


Announcements

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4. If you have more than one child, click the “I need to add another student” box. Complete the necessary fields and then click continue.

Brother Rice Junior High
Online Parent-Teacher Interview Scheduler

[Home](#) [Make Appointments](#) [My Schedule](#) [My Account](#) [Contact Info](#) [Help](#) [Log Out](#)

 **Add a Student**

* Required Field

Parent Name

Jennifer LeDrew

* First Name:

* Last Name:

☐ I need to add another student]

Continue →


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5. Now that you have added your student(s) you can begin scheduling appointments.

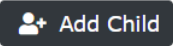
- You can schedule appointments with up to 3 different teachers.
- Appointments are available in 10 minute intervals.
- Select which students you are making appointments for and click continue.

Brother Rice Junior High
Online Parent-Teacher Interview Scheduler

Home Make Appointments My Schedule My Account Contact Info Help Log Out

 **Make Appointments**

The following children have been added to your account:
If you need to add another student click the *Add Child* link below.
Once you have added all your children, select which children you would like to make appointments for, and click *Continue*.



Last Name	First Name	Parent Name
<input checked="" type="checkbox"/> LeDrew	Kate	Jennifer LeDrew

Continue

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6. Select the time slot that you wish to book your appointments for.

Brother Rice Junior High
Online Parent-Teacher Interview Scheduler

[Home](#) [Make Appointments](#) [My Schedule](#) [My Account](#) [Contact Info](#) [Help](#) [Log Out](#)

Make Appointments

You are scheduling appointments for **Kate LeDrew**.
Please select the date on which you would like to make appointments.

Date
→ Thursday December 09 2021
🕒 12:00 PM - 03:30 PM
🕒 04:30 PM - 06:00 PM

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7. Select the teachers that you want to arrange appointments for and click continue. Remember that you can book appointments with a maximum of 3 teachers through the Optis system.

Brother Rice Junior High
Online Parent-Teacher Interview Scheduler

[Home](#) [Make Appointments](#) [My Schedule](#) [My Account](#) [Contact Info](#) [Help](#) [Log Out](#)

Make Appointments

From the list below, please select which teachers you would like to meet with regarding **Kate LeDrew** and click *Continue*

	Last Name	First Name
<input type="checkbox"/>	Aue	Jason
<input type="checkbox"/>	Boland	Matthew
<input type="checkbox"/>	Burry	Trina
<input type="checkbox"/>	Cadigan	Samantha
<input type="checkbox"/>	Clancey	Gary
<input type="checkbox"/>	Cole	Stephen
<input type="checkbox"/>	Corcoran	Natalie
<input type="checkbox"/>	Cornelissen	Ian
<input type="checkbox"/>	Dawe	Angela
<input type="checkbox"/>	Engram	Richard
<input type="checkbox"/>	Fowler	Amy
<input type="checkbox"/>	Gauci	Genevieve
<input type="checkbox"/>	Gosse	Kim
<input type="checkbox"/>	Griffin-Fraser	Deirdre
<input type="checkbox"/>	Head	Crystal







8. From the list of available times, please select the time you wish to meet with each teacher. You must also indicate whether you wish to have each appointment conducted via telephone or via video conference. To do so, click the appropriate icon and then click continue.

Brother Rice Junior High
Online Parent-Teacher Interview Scheduler

Home Make Appointments My Schedule My Account Contact Info Help Log Out

Make Appointments

Please select from the available times when you would like to schedule an appointment with each teacher below and click *Continue*:

Student	Teacher	Date	Time	Type
Kate LeDrew	Matthew Boland	Thursday December 09 2021	04:30 PM to 04:40 PM	 
Kate LeDrew	Jason Aue	Thursday December 09 2021	04:30 PM to 04:40 PM	 
Kate LeDrew	Natalie Corcoran	Thursday December 09 2021	04:30 PM to 04:40 PM	 

Continue

04:30 PM to 04:40 PM
04:40 PM to 04:50 PM
04:50 PM to 05:00 PM
05:00 PM to 05:10 PM
05:10 PM to 05:20 PM
05:20 PM to 05:30 PM
05:30 PM to 05:40 PM
05:40 PM to 05:50 PM
05:50 PM to 06:00 PM

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9. You have now successfully scheduled your family-teacher conferences. If you experience any difficulties, feel free to contact the school at 753-6453.