Morris Academy

52 Roosevelt Avenue, Mount Pearl, NL A1N 1Z8
Tel: (709) 368-2121
Fax: (709) 368-0204
www.morrisacademynl.com

Sandra Humphries, B. Ed., B. Sp. Ed., M. Ed.
Principal

Stephanie Collins, B. Ed., B. Sp. Ed., M. Ed.
Assistant Principal

Dear Parent(s)/Guardian(s):

We will be sending home your child's report card on **Tuesday, December 1st** and will be holding Parent/Teacher Conferences virtually through Google Meet on **Thursday, December 3rd** (or via telephone if a virtual option is not possible)**.** We are encouraging all parents/guardians to use OPTIS (Online Parent-Teacher Interview Scheduler) to book your parent/teacher conference time. This system will open on **Friday, November 27th** at **4:00 p.m**. Please follow the directions stated below for OPTIS registration. The OPTIS link can be accessed at the bottom of the main page on our school website: www.morrisacademynl.com. We would appreciate you making every effort to book your appointment online. At that time you need to indicate the type of conference you are requesting Video (Google Meet) or Telephone. If you choose a Video conference your child's teacher will share a Google Meet link with you before the conference time. If you do not have access to a computer you can request a conference time using the form on the back of this page. Please complete the form and return it to your child's teacher as soon as possible for a better selection of an appointment time. We are expecting that the times will be booked quickly.

PLEASE NOTE:

- Appointments are made on a ***first-come, first-served*** basis.
- Appointments are scheduled for ***10 minutes*** – if you require more than 10 minutes please arrange an alternate meeting time by contacting your child's teacher.
- Instructional Resource Teachers will be contacting parents/guardians to schedule ISSP or IEP meetings. They will join the classroom teachers for parent/teacher conferences whenever possible.
- Please call the school (368-2121) to book appointments with our specialist teachers (Physical Education, Music, Learning Resources and Guidance Counsellor).
- **School will close for students @ 11:30 a.m. on Thursday, December 3rd**
- Parent/Teacher Conferences will occur from 1:00 to 5:00 p.m. and 6:00 to 8:00 p.m.
- We look forward to seeing you!!

1. Parent instructions for OPTIS registration

How do I register a new account so I can start making appointments?

- Open **http://www.parentinterviews.com/morrisacademy** in your web browser
- At the *User Login* screen (the first page you see). Click the link which reads *New Parents: Start By Clicking Here*
- You should now see a registration form. Fill in the required information and click the *Continue* link located at the bottom of the form.
  *__Note:__ Ensure to enter your correct e-mail address as information you need to activate your account will be e-mailed to that address.
- Please check your email and follow the instructions to confirm your e-mail address and activate your account.

How do I schedule appointments?

- Click the *Make Appointments* link from the menu.
- Next you will need to enter some information about your children, when done click the *Continue* link.
- *If you have more than 1 child attending this school check the *I want to add another child* checkbox to add another child.
- When you are done adding your children you will see a list of the students you have added to your account. Select which children you would like to make appointments for and click the *Continue* link.
- On the next screen you will see a list of available dates. Select the date on which to schedule appointments.
- Now select from the list of teachers which teachers to make appointments with this term. Click the *Continue* link.

- On the next screen each teacher will have a drop-down box with a list of his or her available times listed. Select a time to reserve for each teacher and conference type (Video or Telephone), and then click the *Continue* link.

How do I add my children to my account?

- Locate the *My Account* link from the Menu
- A drop-down menu will appear. Click the *My Children* link.
- Enter your child's first and last name into the form
- Click the *Continue* link at the bottom of the form.

How do I change the time and/or date of an appointment I have already scheduled?

- Click the *My Schedule* link from the menu.
- You should now see a list of appointments you have made.
- Click the *Edit Appointment* link next to an appointment.
- Choose a new time and/or date from the options available and then click the *Continue* link below.

How do I cancel an appointment that I have scheduled?

- Click the *My Schedule* link from the menu.
- You should now see a list of appointments you have made.
- Click the *Cancel Appointment* icon next to an appointment.

How do I print my interview schedule?

- Click the *My Schedule* link from the menu.
- You should now see a list of appointments you have made.
- You will now see a list of the appointments you have scheduled. Click the *Printer-Friendly Schedule* link.
- Your browser's print dialog will open. Select a printer and click the *Print* or *OK* button.

Parent/Teacher Conference Request Form
(For parents/guardians without computer access)

Student's Name: _____ Teacher's Name: _____

Parent(s)/Guardian(s)' Name(s):_____

Phone #: _____(H) _____(W) _____(C)

Please rank your preferred interview time with #1 being your first choice.

☐ **1:00 – 5:00 p.m.**

☐ **6:00 – 8:00 p.m.**

Please provide the name(s) of your other children (siblings) who are attending Morris Academy as well as the name(s) of their current teacher(s).

Child's Name:_____ Teacher's Name:_____
Child's Name:_____ Teacher's Name:_____
Child's Name:_____ Teacher's Name:_____

PLEASE NOTE: Someone will be in contact with you in the near future.