



Halifax
Regional Centre for Education

Holland Road Elementary School

181 Holland Road, Wellington, NS B2T 1A1

Principal: Ms. C. Larade

Phone 860-4170

Acting Vice-Principal: Mme C. Milliard

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Administrative Assistant: Mrs. S. Day

Parent/Teacher Interviews

Dear Parents/Guardians:

Parent/Teacher meetings will be on **Wednesday, December 5th from 5-7pm and Thursday, December 6th from 1-3pm.**

We will be using the same on line process we used last year. Please visit <http://www.parentinterviews.com/holland-road> to schedule your appointment. The online booking site will remain open until **Dec 3rd**.

You can find directions to schedule your appointment on the back of this notice.

If you wish to see a Specialist teacher, you may do so on a “drop-in” basis (locations will be available when you arrive at the school). Please remember to limit your times as our Specialist teachers teach a large number of students.

Regards,

Carol-Anne Larade, Principal

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Booking Parent-Teacher Interviews using OPTIS:

Visit <http://www.parentinterviews.com/holland-road> 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.