

PARENT TEACHER CONFERENCES

Wednesday Oct 22, 2025

4:00 - 8:00pm

Early Dismissal for students @

12:00pm Wednesday Oct 22 & Thursday

Oct 23 2025 Busses run 3 hours early

ONLINE CONFERENCE BOOKING SYSTEM - OPTIS

OPTIS is Open on Oct 14, 2025 to book your

appointments

Please click on the OPTIS link

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

When you visit the website,

- RETURNING users will be prompted to sign in - If you registered last term/year and have forgotten your password, please use the "Lost Your Password?" tool.
- NEW users will have to register by providing your name, email address and create a password -see following procedure...

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

- At the *Login screen* (first page you see) - Click the link which reads *****New Parents: Start by clicking here.***

*****NOTE: NEW PARENTS: Start by clicking here does not appear until OPTIS is open for bookings.***

- You should now see a registration form. Fill in the required information and click the Continue> link located at the bottom of the form.
- Once you have completed your registration you will be logged into your account where you will be able to make appointments. You can then add children to your account and schedule your appointments by teacher(s) you would like to meet with - (view your child's schedule in MyEd to determine your child's teacher(s)).
- Available times are listed as part of a drop-down menu. If an appointment time has already been booked, then it will no longer appear on the list.
- You will receive an e-mail confirmation of your appointment time(s)

There is a  **HELP** (how to instructions) section *in the OPTIS program.*