



**Caledonia Junior High School**  
38 Caledonia Road, Dartmouth, NS B2X 1K8  
Telephone: 435-8413 Fax: 435-8425  
Principal: Mrs. L. Vaughan  
Vice Principal: Mrs. M. Kavanaugh  
<http://caj.hrsb.ca/>

March 2017

Dear Parents and Students,

RE: Parent-Teacher Interviews – **ON-LINE FORMAT**

We will again be using an ON-LINE format for the **Parent-Teacher** meetings in April.

**Wednesday, April 5, 2017      6:00-8:00 PM (5 minute time-slots)**

**Thursday, April 6, 2017      1:00-3:00 PM (5 minute time-slots)**

The link to the OPTIS site is: <https://secure.parentinterviews.com/caledonia>

If you do not already have an account, you can register as a new parent by following the prompts on the opening screen. Once registered, you can log in and select available meeting times for your child's teachers. The login can be used throughout a student's time at CJHS so the registration process occurs only for new students each year allowing you to continue using the same username and password for parent-teacher scheduling system each session.

THE OPTIS SYSTEM WILL BE OPEN TO SETTING APPOINTMENTS STARTING Monday, March 27<sup>th</sup> at 3:00 PM.

REGISTRATION MUST BE DONE ON-LINE PRIOR TO Tuesday, April 4<sup>th</sup> by 3 PM (this allows us time to print off the schedules for teachers.)

Administration will welcome any parent who would like some support with this new system to stop by any day after 2:45 PM or please call to set another time to come in for support in booking your meeting times. Support and access to computers will be made available at the school. Our secretary is available for support over the phone as well. If you have forgotten your password, a reset option will be sent to the email you used as a username through use of the OPTIS system. There is also a Help option on the login page with lots of common questions and answers.

Thank you for your continued support of Caledonia Junior High School.

Sincerely,

Lisa Vaughan  
Principal