



VANCOUVER TECHNICAL

SECONDARY SCHOOL

How to book an appointment for Parent/Caregiver – Teacher Conferences

1. Go to <http://www.parentinterviews.com/vancouver-technical>
2. Register for an account by clicking **“Create New Account”** and filling in the on-line form. Click **“Continue.”** (Note: passwords can only contain letters and numbers.)
3. Add your children into the system by clicking on the **“Add Child”** icon and filling in the information. Click on **“I need to add another student”** to add another child.
4. Schedule appointments by clicking on **“Start Making Appointments Now.”**
5. Select children you want to make appointments for and click on **“Continue.”**
6. Click directly on the parent conference session(s) you wish to attend.

Date
➔ Thursday November 06 2025
🕒 03:15 PM - 04:30 PM
🕒 05:15 PM - 07:00 PM

7. Next, select the teachers you wish to make appointments with and click on **“Continue.”**
8. Select a time. (All appointments are in person.) Click on **“Continue.”**
9. You will then see the list of appointments you have booked and can email yourself the schedule by clicking the **“Email Schedule”** button

Visit the **OPTIS Help Centre** at <https://help.parentinterviews.com/> for booking instructions.

Please Note:

- Appointments will be 7 minutes in length and are available on a first come, first served basis. Waitlists will be created.
- We encourage you to contact your child’s teachers directly at *any time* to arrange a time to speak or meet. Teacher email addresses are on the school website [HERE](#).
- Students will be dismissed at 2:05 PM on conference days.