



# Cass School District 63

**Concord Elementary School**  
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**School District Office**  
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**Cass Junior High School**  
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[www.cassd63.org](http://www.cassd63.org)

Thursday, October 19, 2023

RE: Parent Teacher Conferences

Dear Cass Junior High School Parents,

This year's Parent-Teacher Conferences will be held on Monday, November 20, 2023 from 11:00 am to 7:00 pm and Tuesday, November 21, 2023 from 8:30 am to 2:00 pm. At the junior high, conferences will be all virtual through the use of our online scheduling system Meet the Teacher. This system allows you to choose your own appointment times with the teachers and receive a confirmation email of those appointments. The system is very user friendly and is conducive to holding a large number of conferences throughout the two days.

Appointments for junior high conferences can be scheduled beginning Monday, October 30, at 8:30 am and will close on Friday November 10, at 12:00 pm. If any changes are necessary after this date/time, please contact the teacher directly via email.

When the portal opens, you will go to <http://cassjr.meettheteacher.com> to book your appointments. Please be ready to login with the following information: Student First Name, Student Last Name, Student Date of Birth.

For tech support to assist you with your login and booking, please use the following links:

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:ca9ee19d-ea01-4dd6-b882-b1d949f6d717>

<https://support.meettheteacher.com/category/678-parent-logins>

If you do not have internet access, please call and we will make an appointment for you. If you find it impossible to schedule an appointment with a teacher, please email that teacher directly. I will also send junior high parents a reminder of registration details and links prior to the portal opening on the morning of October 30.

Thank you for your continued cooperation and please let us know if we can help. Our teachers look forward to meeting with you!

Sincerely,

*Christine Marcinkewicz*

Mrs. Christine Marcinkewicz  
Cass Junior High Principal