



Dear Families,

This is a reminder that the next round of Parent-Teacher Conferences is next **Thursday, January 28 and Friday, January 29**, from 8:00 a.m. to 3:30 p.m. There is no school for middle and upper school students on Thursday and no school for all students, K through Grade 12, on Friday.

You may begin scheduling your virtual conferences on **Wednesday, January 20 at 6:00 a.m.** Instructions for creating your appointments are outlined below.

- Log in to the [school website](#) and select the "Resources" tab at the top of the page.
- Click on the "Pick-A-Time, Parent-Teacher Conference" post. This will open a page with your child's name and the names of your child's teachers.
- First click on your preferred date (January 28 or January 29)
- Select the color-coded block with your preferred meeting time for a particular teacher and click "Create Appointment."
- Repeat for each teacher with whom you would like to meet. It is not necessary to schedule an appointment with every teacher, but you are welcome to do so as space allows.
- If you'd like to make changes to your schedule at a later date, you may log in again, select "Your Schedule", and follow the prompts.
- If you wish to schedule an appointment with a teacher, but your schedules don't align, please email that teacher directly to set up an appointment for another day or time.

**Middle and Upper School  
PARENT TEACHER  
CONFERENCE DAYS**



**PICK-A-TIME**

**Thursday, January 28, 2021**

*No school for  
MS & US Students ONLY*

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**Friday, January 29, 2021**

*No school for all student K-12*

**[Click here to view the live Google Doc which lists teachers' Zoom links and meeting details.](#)** Any necessary changes will be reflected here so please review this information before your conference time. When your meeting begins, parents will automatically enter the "waiting room" and will be let in by the teacher. Please be mindful of your meeting time by being prompt and respecting the time limits.

If you need help logging onto the website or have any difficulties setting up your appointments, please email Katie Newhall at [knewhall@capecodacademy.org](mailto:knewhall@capecodacademy.org).

The faculty look forward to meeting with you and discussing your child's progress.

Best,

Lisa Kowaleski P'24, P'25  
Associate Head