

Parent/Teacher Zoom Conferences

Parent Sign-Up and Zoom Instructions

Lapeer Community Schools will hold parent-teacher conferences remotely this month, utilizing the Zoom video conferencing app. This is the same application students have used during our remote learning period. This document should be used as a guide for signing up for conferences and Zooming with the teacher.

Conference Dates:

- **LHS and CFI: October 22 and 28 4:00-7:00 pm**

1. Signing up for conferences

At the end of this document, all of the teachers are listed in alphabetical order with their content area, grade, and zoom links. See the sample below.

Teacher Name	Content Area/Grade	Sign Up Genius and Zoom Links
Hinkley, C	Social Studies 8	https://www.signupgenius.com/go/30E0D4DAAAC23A2F58-zemmer
		https://us02web.zoom.us/j/88292288966?pwd=RU43TEticUR5VDIjMjIjQbE51YXRDbz09

To sign up for a conference, find the teacher's name for the conference you wish to attend then follow these steps.

1. Click on the "www.signupgenius.com" link for that teacher.
2. Select any conference slot that would like that is still open by checking the box.
3. Click "Submit and Sign Up".
4. Enter your name, your child's name, and your email address (if applicable).
5. Click "Sign Up Now"
6. **Record your conference date/time on your calendar so you remember to attend.**
7. Repeat for any other teachers you wish to have a conference with.

2. Using Zoom for the conference

For parents who do not have Zoom, please visit Zoom.US to download the app, if you are using your smartphone, you can download it from the app stores on iPhone and Android devices. The basic Zoom account is free. If you need assistance with Zoom, your kids will be able to assist you. You do not need anything more than a smartphone to participate in a Zoom conference.

1. On the day of your conference, click on the Zoom link for that teacher **approximately 5 minutes before your scheduled time.**
2. You will be prompted to wait in the waiting room. When your conference is ready to begin, the teacher will let you into the Zoom room for the conference.
3. Please make sure your volume is turned up and your camera and microphone are unmuted so the teacher can hear and see you.

Helpful Tips:

- You do not need to sign up for every teacher. Just classes you may have concerns or questions about. This will actually leave more slots available for other parents to attend.
- If you are unable to meet with a teacher because all slots are full, please contact that email that teacher to set up a phone conference.
- **If you lack the appropriate technology or have any trouble signing up, please contact the school's main office. Building secretaries will be able to assist you.**