

LCHS 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 for Lapeer Community High School are October 22 and 28 all done via Zoom.

Mr. Frey, Mr. Shaver, Mr. Wiltse: 4:00pm-7:00pm

Mrs. Tanke, Mrs. Ostrander: 5:00pm-8:00pm

1. Signing up for Conferences

On page 2, the LCHS Teachers are listed in alphabetical order with their content area 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=RU43TEticUR5VDIjMjIjQbE51YXRBDz09

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 open conference slot. Click on the box.
3. Click "Submit and Sign Up".
4. Enter your name, your child's name, and your email address.
5. Click "Sign Up Now"
6. Record your conference date/time on your calendar so you remember to attend. Sign-Up Genius will send you a reminder email as well.
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. Please be patient as the teacher may run slightly behind but be assured will let you in.
3. Please **ensure your name or your child's name appears in your zoom**, 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 the 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 teacher via email or phone to set up a conference. (See list on back of this page)
- 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.

Teacher	Content Area	Links
Frey, Heather	Math	https://www.signupgenius.com/go/10C0D48AAAE29A0FBC70-parent
		https://us02web.zoom.us/j/89328584782?pwd=NEZkODBHSmhiMmF2MjdIMlhyK1ZnUT09
Ostrander, Amy	Social Studies	https://www.signupgenius.com/go/20F044AAEAD2DA5F85-ostrander
		https://us02web.zoom.us/j/89321737223?pwd=TDVsRTZOVIbZa0hzNTdod1RHavFoQT09
Shaver, Don	Science	https://www.signupgenius.com/index.cfm?go=w.manageSignUp#/26937491/share/
		https://zoom.us/j/92709548238?pwd=V3pKNGN1b3Z5NVhXM0dON1ovOTdxdz09
Tanke, Cindy	English	https://www.signupgenius.com/go/20f044baba623a7f49-parent
		https://zoom.us/j/9611751363?pwd=MVNLeE9rL1haVnhSSmZtNG1udlh6dz09
Wiltse, Mike	Special Education	https://www.signupgenius.com/go/30E0D4DA5AE22ABFB6-parent
		https://us02web.zoom.us/j/88247349794?pwd=cVNlQlhNRnZzQ29EVjlrSHpgd1BYZz09