



**HIGHLAND PARK  
PUBLIC SCHOOLS  
HIGH SCHOOL**

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www.hs.hpschools.net

October 23, 2020

Dear Parents, Guardians, and Students:

We are looking forward to our fall Parent-teacher conferences next week starting on Monday, October 26, 2020 at 5PM. Parents and guardians should have already scheduled conferences with teachers via the Genesis Parent Portal which opened on October 19, 2020 for this process. You may still be able to find openings in teachers' schedules by going to the High School website at <http://hs.hpschools.net/> and entering the Genesis Parent Portal, clicking on **Student Data** and then the **Conference** tab to locate the directions for requesting a conference.

If you are unable to access conference scheduling online or need any assistance please email our main office or guidance office at [l Stevenson@hpschools.net](mailto:l Stevenson@hpschools.net), [cbroderick@hpschools.net](mailto:cbroderick@hpschools.net), or [jdewhirst@hpschools.net](mailto:jdewhirst@hpschools.net). The schedule for conferences is as follows:

**October 26 - Evening Conferences, 5:00PM - 8:00PM**

**October 27 - Evening Conferences, 5:00PM - 8:00PM**

**October 28 - Afternoon Conferences, 1:45PM - 4:45PM**

**All conferences will take place via Zoom.** Parents & Guardians are encouraged to use the **hpschools.net** account of their child to visit the teacher's Zoom rooms to help maintain security for the conferences. Our school accounts identify the student names in Zoom waiting rooms and during the meetings. Please go onto the Chrome browser on your device or your child's Chromebook and be sure to sign into Google using your child's login and password. This will enable your access to Zoom conferences more easily. Please be sure to use a device with a camera installed and unmute yourself when entering conferences. During scheduled conference times, I will enable our Zoom settings to allow those with technical difficulties to use their own Zoom accounts if needed.

Conferences are scheduled in 10-minute time slots with 2 minutes in between meetings, so please be mindful of your scheduled times so that other parents and guardians can keep their appointments. Mr. Richardson and I, along with our school counselors, are available as well throughout the evening so feel free to stop by our Zoom rooms. Our Nurse, Mrs. Masur, and our Child Study Team members will be available to join into conferences as well. Please review the attached list of Zoom links to assist you with locating the appropriate addresses for our faculty and staff.

If you have any questions on any of the above information, please contact our office and we will assist you.

Sincerely,

CC. Dr. Scott Taylor, Superintendent  
Mr. Jason Richardson, Assistant Principal