



MEMO

Date: Tuesday, March 24, 2020

Topic: **Zoom sessions on Thursday for students and parents**

Students and parents likely have many questions and concerns regarding the COVID-19 situation. To help address some of these issues, and to facilitate further discussion, there are two online sessions scheduled for Thursday. These sessions will utilize the Zoom platform.

The session information is shown below:

Topic: PWSD Student Session
Time: Mar 26, 2020 04:00 PM
Meeting ID: 760 015 373

Topic: PWSD Parent Session
Time: Mar 26, 2020 06:00 PM
Meeting ID: 923 630 190

To participate with audio and video it is recommended that your device has a microphone and camera (webcam). A laptop, Chromebook, tablet, or cellphone may be used. If you have never connected to Zoom from a device please follow these easy steps:

1. To sign up for free, go to <https://zoom.us/>
2. Follow simple instructions provide by Zoom
3. Depending on device you will be asked to download Zoom or an app
4. Enter your name when prompted
5. Join meeting using Meeting ID

Instead of scheduling a separate session for staff, I would ask that any Park West employees who have questions or concerns to contact me. I would be happy to respond to you quickly and directly.

I look forward to talking with interested students and parents on Thursday.

Stephen David