

# Google Meet Instructions for Annual Review Meetings

Dear Parents,

I hope you and your family are doing well. In an effort to hold annual review meetings as scheduled, the Moorestown Township Public School District Child Study Team will offer parents the opportunity to participate via an online video or audio conference. The CST will be using **Google Meet** as our mode of communication. Google Meet is a free service that allows multiple parties to see and/or hear each other at the same time.

To make this process as seamless as possible, please complete the following steps:

- Download **Google Meet** on your laptop, ipad, or cellphone (meet.google.com).
- An invite to join the meeting will be emailed to you with a link to the meeting. Please plan on being available and joining the meeting at the scheduled meeting time.
- Teachers and other participants will be invited to join the meeting by the case manager.
- You can participate by phone if you prefer. You will receive a phone call from an unknown number at the scheduled meeting time. Please provide your case manager with a preferred phone number.

If you have any questions or concerns please contact your [case manager](#) directly.

Thank you for your time and be well.

David J. Tate  
Director of Special Education  
dtate@mtps.com