

Hereford Independent School District

Procedures for scheduling Video Conference lab

If you are requesting to participate in a Video Conference that will be available through Region 16, you will need to complete the following:

- Complete the Hereford ISD Video Conference Request Form
 - Your campus Principal or Director will need to approve the conference before it can be scheduled with Region 16
 - Make sure that you have completed the Title, Date and Time of the Conference
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If you are requesting a practice Video Conference complete the following:

- Complete the Hereford ISD Video Conference Request Form
 - Your campus Principal or Director will need to approve the conference before the lab can be reserved
 - You will need to write PRACTICE for the Title of Video Conference
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You will be able to view and print the Video Conferences Request Form, Procedures Sheet and Video Conference Calendar online at “www.herefordisd.net“, click on the link “**School Information**” there is a link “**Distance Learning**” click on that link. There is a link labeled for each form that you can open and print. There will be 1 calendar picture and that is for the **Video Conference Lab** located at the High School and the other link is for Region 16 calendar.

Calendar 1 – “Video Conference Lab”

This calendar is for the Video Conference Lab located at Hereford High School. When the Lab is reserved for a class or training session it will show the name of conference and timeframe. The Lab can have several sessions per day if the timeframes do not overlap.

Region 16 Calendar Information

This calendar is a schedule from Region 16 showing the conferences that are to be held throughout the Panhandle. If you are interested in a class, double-click the name and the information page will appear. The information page will contain the Title, Session #, Date, Time and information for the Conference.
