

# Parent-Teacher Virtual Conference Checklist

Because of COVID-19, this year you might find yourself having virtual parent-teacher conferences. Use this checklist to help you prepare and plan for a successful and efficient parent-teacher conference



## BEFORE CONFERENCES

- ☐ Send out a email to parents with date of conference, along with a time, and how long the conference will be (15 minutes for preschool children, 30 minutes for older children)
- ☐ Adjust any conference times that do not work for parents
- ☐ Plan your bathroom and lunch break(s) accordingly
- ☐ Send out conformation email with date, time, and again how long the conference will be, and to come with questions and concerns (send out correct Zoom link)
- ☐ Send out a reminder email one to three days before conferences (with correct Zoom link)
- ☐ Prep for each student's conference (take notes of what you want to discuss with parents)
- ☐ Come up with a least two positive things to say about each student
- ☐ Always buffer concerning issues with something positive or something the student does well

## DAY OF CONFERENCES

- ☐ Dress professionally
- ☐ Make sure you have efficient lighting
- ☐ Have coffee, water, and snacks available for quick breaks
- ☐ Check email to make sure you don't have any last minute emails from parents

- ☐ Have prepared notes for each student
- ☐ Make sure Zoom is working correctly and that the correct Zoom link went out
- ☐ Make sure each parent's name is correct and you know their names
- ☐ Welcome each parent with a warm smile, greeting, and if you like, kindly remind them of how much time they have
- ☐ Began each conference with something positive about each student
- ☐ Express any concerns
- ☐ Discuss what students will be working on for the next few months
- ☐ End on a positive note
- ☐ Ask if parents have any questions or concerns
- ☐ Thank parents for their time

## **AFTER CONFERENCES**

- ☐ Send out a email thank parents for a successful conference. Remind them of the best way to contact you for additional questions or concerns

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