## 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 parentsPlan your bathroom and lunch break(s) accordinglySend 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 studentAlways buffer concerning issues with something positive or something the student does wellDAY OF CONFERENCESDress professionallyMake sure you have efficient lightingHave coffee, water, and snacks available for quick breaksCheck email to make sure you don't have any last minute emails from parentsHave prepared notes for each studentMake sure Zoom is working correctly and that the correct Zoom link went outMake sure each parent's name is correct and you know their namesWelcome each parent with a warm smile, greeting, and if you like, kindly remind them of how much time they haveBegan each conference with something positive about each studentExpress any concernsDiscuss what students will be working on for the next few monthsEnd on a positive noteAsk if parents have any questions or concernsThank 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


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