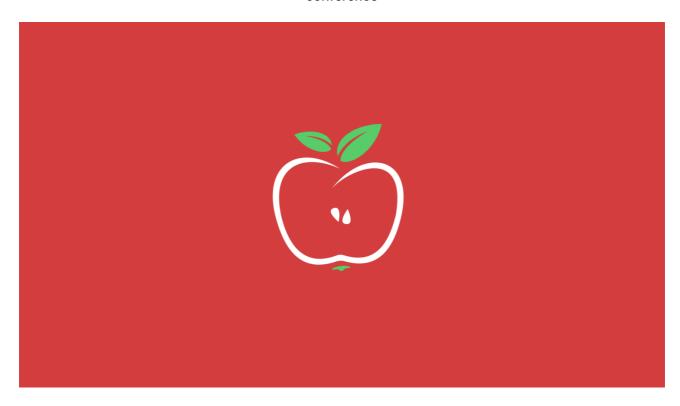
## **Parent-Teacher Virtual Conference Checklist**

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  Make and Share Free Checklists
checkli.com