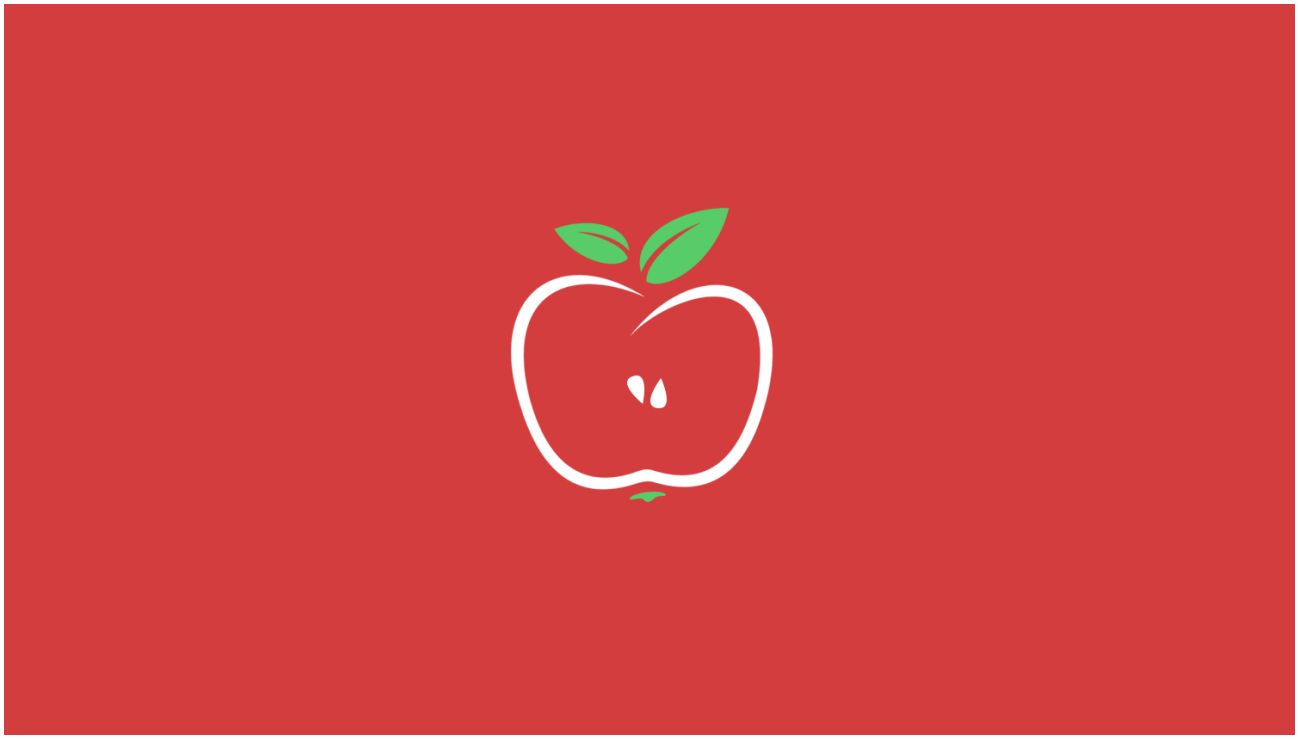
Parent-Teacher Virtual Conference Checklist

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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