

# 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

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## 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
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## 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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