

How to Manage the Transition of Students Moving from a Feeder School that uses the Conference Manager to a Receiving School

Applies to: ☒ District Configuration Conference Manager System Admin and Office Admin
☐ PowerSchool Conference Manager System Admin and Office Admin

The Conference Manager has a district configuration, where there is one log-in page that is used by parents and they are able to access the Conference Manager of the school(s) where their child(ren) attends, which are defined in their profile in the application. This district configuration is typically used when there are a number of schools in a district using the Conference Manager.

In this instance there will be “feeder school” and “receiving school” relationships that are defined by the flow of students as they progress through the grades. For example, an elementary school (feeder school) that uses the Conference Manager may have their students graduate on to a middle school (receiving school) that also uses the Conference Manager.

When the Conference Manager is configured as a district scheduling system, the parent of a child that has moved from a feeder to receiving school will need to be asked to update their profile in the Conference Manager to ensure the receiving school is displayed beside their child who has moved schools.

To ensure this happens we recommend a week or two in advance of the start of scheduling of parent-teacher conferences an email be sent to all parents. This email should inform parents that the Conference Manager is used to schedule conferences and that parents who are new to the school district should create an account.

The email should also inform parents of students from the feeder school who have entered into the lowest grade level that they must login to the Conference Manager and update their profile to reflect that their child is now attending the receiving school. This will enable them to access the Conference Manager for that school.

You can access the recommended content for the email, which is included as a separate document in the Help Center under Sample Content for Emails as [“Sample Email For a School That Receives Students from a Feeder School in the Same District”](#).