Sample email/newsletter content regarding Online Conferences (Standalone version – Meeting link automatically sent in advance)

Dear Parent:

We are excited to be rolling out the <<SCHOOL NAME>> Conference Manager, which will allow you to schedule your upcoming parent-teacher conferences online. To create a parent account, go to <<ENTER SCHOOL CONFERENCE MANAGER LINK>> and click the REGISTER NOW button.

Once registered you can log in to the Conference Manager any time; however, the Conference Manager is scheduled to open for booking to parents at noon on <<DATE OF OPENING>>for conferences taking place on <<DATES OF CONFERENCE SESSIONS>>.

We will be conducting this round of conferences using <<VIDEO PLATFORM – EG> ZOOM>>. When you book your conference, you will select your preferred conference date and then the teacher(s) you wish to book a conference with. All available time slots for those teachers will then be displayed and you can coordinate the best schedule possible.

When completing a booking, you will be asked to provide a phone number that you are best reached at during your conference time. This will provide teachers with a back-up way of reaching you, should there be any technical issues.

After you make a booking, you will receive a confirmation email that contains the meeting link that will be used to conduct the conference. You will also receive a reminder email the day before your conference is scheduled.

We look forward to discussing your child’s progress!

Sample email/newsletter content regarding Online Conferences (Standalone version – Meeting link sent
by teacher using the START NOW button)

We are excited to be rolling out the <<SCHOOL NAME>> Conference Manager, which will allow you to schedule your upcoming parent-teacher conferences online. To create a parent account, go to <<ENTER SCHOOL CONFERENCE MANAGER LINK>> and click the REGISTER NOW button.

Once registered you can log in to the Conference Manager any time; however, the Conference Manager is scheduled to open for booking to parents at noon on <<DATE OF OPENING>>for conferences taking place on <<DATES OF CONFERENCE SESSIONS>>.

We will be conducting this round of conferences using <<VIDEO PLATFORM – EG> ZOOM>>. When you book your conference, you will select your preferred conference date and then the teacher(s) you wish to book a conference with. All available time slots for those teachers will then be displayed and you can coordinate the best schedule possible. You will receive a confirmation email when your booking is complete, please read it carefully.

When completing a booking, you will be asked to provide a phone number that you are best reached at during your conference time. This will provide teachers with a back-up way of reaching you, should there be any technical issues.

At the time of your conference, your teacher will trigger an email that will be sent to you with the meeting link that will initiate the online meeting. Please remember to be monitoring your email starting a few minutes before your scheduled meeting time.

We look forward to discussing your child’s progress!

Sample email/newsletter content regarding Online Conferences (PowerSchool version)

(Meeting link automatically sent in advance)

The <<School Name>> Conference Manager is being used to schedule the upcoming parent-teacher conferences. Unlike conferences in previous years, this round of conferences will be conducted virtually using <<VC Platform>> to connect the parent and the teacher.

The Conference Manager can be accessed by:

1. Logging into PowerSchool at the following URL: <<PowerSchool URL>>
2. Select the Launch icon 
3. Select the Conference Manager item.

The Conference Manager is scheduled to open for booking to parents at noon on <<DATE OF OPENING>>for conferences taking place on <<DATES OF CONFERENCE SESSIONS>>.

We will be conducting this round of conferences using <<VIDEO PLATFORM – EG ZOOM>>. When you book your conference, you will select your preferred conference date and then the teacher(s) you wish to book a conference with. All available time slots for those teachers will then be displayed and you can coordinate the best schedule possible.

When completing a booking, you will be asked to provide a phone number that you are best reached at during your conference time. This will provide teachers with a back-up way of reaching you, should there be any technical issues.

After you make a booking, you will receive a confirmation email that contains the meeting link that will be used to conduct the conference. You will also receive a reminder email the day before your conference is scheduled.

We look forward to discussing your child’s progress!

Sample email/newsletter content regarding Online Conferences (PowerSchool version)

(Meeting link sent by teacher – START NOW)

The <<School Name>> Conference Manager is being used to schedule the upcoming parent-teacher conferences. Unlike conferences in previous years, this round of conferences will be conducted virtually using <<VC Platform>> to connect the parent and the teacher.

The Conference Manager can be accessed by:

1. Logging into PowerSchool at the following URL: <<PowerSchool URL>>
2. Select the Launch icon 
3. Select the Conference Manager item.

The Conference Manager is scheduled to open for booking to parents at noon on <<DATE OF OPENING>>for conferences taking place on <<DATES OF CONFERENCE SESSIONS>>.

We will be conducting this round of conferences using <<VIDEO PLATFORM – EG ZOOM>>. When you book your conference, you will select your preferred conference date and then the teacher(s) you wish to book a conference with. All available time slots for those teachers will then be displayed and you can coordinate the best schedule possible. You will receive a confirmation email when your booking is complete, please read it carefully.

When completing a booking, you will be asked to provide a phone number that you are best reached at during your conference time. This will provide teachers with a back-up way of reaching you, should there be any technical issues.

At the time of your conference, your teacher will trigger an email that will be sent to you with the meeting link that will initiate the online meeting. Please remember to be monitoring your email starting a few minutes before your scheduled meeting time.

We look forward to discussing your child’s progress!