

# Tips for Virtual and Phone Conferences During Virtual Instruction



## Before the Conference

- Schedule a time that is best for the family. Be considerate of family schedules.
- Video conference or phone call? Consider Internet and device access as well as the caregivers' comfort level with technology.
- Think about what the student does well and what is more difficult for them.
- Have work or benchmark samples ready to share with families if you are video conferencing.
- Arrange for an interpreter for families who speak a dominant language other than English.

## During the Conference

- Remember that it may be more difficult to read body language and tone when you are not meeting in person.
- Be sensitive to the fact that many families are overwhelmed by virtual learning.
- Ask if families require support with basic needs.
- Determine factors that might impact Virtual Instruction such as Internet access, device-to-family-members ratio, and availability of books and supplies in the home.
- Listen.
- Include the student in the conference if possible.
- Ask questions.
  - What does your family's schedule look like?
  - Where is your child working on their assignments?
  - What is going well in terms of academics or school work?
  - When does your child seem frustrated?
- Make a plan with the family to support the child's learning.
- Make notes about what you discussed.

## After the Conference

- Record the contact on your communication log.
- Follow up with resources, reminders, or next steps for the family.
- Share family's needs, larger concerns, and key feedback with point people in your school.