

## Teacher-parent communications checklist



One of the biggest challenges facing teachers is communicating with parents. For example, [more than half of teachers](#) in the US worry about potential language barriers with students learning the English language. There's also the concern that parents simply won't open communications, and they won't know what's going on with their child in school.

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We've assembled this checklist to help teachers prepare to communicate with parents effectively.

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Understand how parents like to communicate. Do they want you to text them? Would they rather you called? Are they partial to video conferences?

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Follow regulations. Be aware of which information you can share, because regulations such as [FERPA](#) protect students' privacy.

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Explain to parents which kind of information you'll share with them (such as information about academic performance, concerns).

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Set expectations for how often you'll communicate with parents. Will it be a few times a month, or a few times per semester?

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Let parents know when you're available for a video conference.

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Classify your message. Is it meant for one student, or are you sharing information with the whole class? Make sure you're sending the message to the right recipient.

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If you're using text messages, make your message [short and to the point](#). Parents don't want to receive multiple text messages on the same topic because you've reached the character limit. If there's an important notification, you can link to it through your school's chosen [learning management system](#).

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Be proactive. Parents might not always realize there's an issue.

# About RingCentral

## Communicate effectively with parents with RingCentral's education communication tools

RingCentral's education communications platform offers flexible, secure, reliable tools to share information with parents for healthy two-way communication. Teachers can send parents text messages, call them through the telephony feature, and hold video conferences.

To learn more about how RingCentral can make teacher-parent communication more effective, [get a demo](#).

With RingCentral, learning is always in session.

Learn more about RingCentral for Education at [ringcentral.com/education](https://ringcentral.com/education).

For more information, please contact a sales representative.

Visit us at

[ringcentral.com/education](https://ringcentral.com/education)

or call 844-569-2989.

RingCentral, Inc. (NYSE: RNG) is a leading provider of cloud Message Video Phone™ (MVP™), customer engagement, and contact center solutions for businesses worldwide. More flexible and cost-effective than legacy on-premises PBX and video conferencing systems that it replaces, RingCentral empowers modern mobile and distributed workforces to communicate, collaborate, and connect via any mode, any device, and any location. RingCentral's open platform integrates with leading third-party business applications and enables customers to easily customize business workflows. RingCentral is headquartered in Belmont, California, and has offices around the world.

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