



Pointers – Communicating with Incoming Students

Excited to Connect with Next Year's Students?

It's that time of year when schools are eager to communicate with their next year students and parents, and guess what? ParentSquare makes it easy!

To send communication to next year's students and parents, select **New Post**. In the **To** field, simply enter or select "Incoming", then use the dropdown to indicate **Who should see this?** Staff, Parents, Students, Guests or any combination:



The screenshot shows a user interface for creating a new post. The 'To' field is populated with 'Incoming'. The 'Who should see this?' dropdown is set to 'Staff and Parents', with 'Staff' and 'Parents' checked. The 'Post as' and 'Subject' fields are empty.

Please note - Communicating with students via ParentSquare is only an option at the secondary level

Quick call out: The incoming group does not include current students that will be returning next year, rather it is students that are newly enrolled. The Incoming group includes guardians of all students with an enrollment record for next school year, regardless of grade level. If you would like to filter messages to incoming students by grade, contact the Help Desk at (801) 567-8737 (ext. 88737) and we can help you build a list to target specific students.