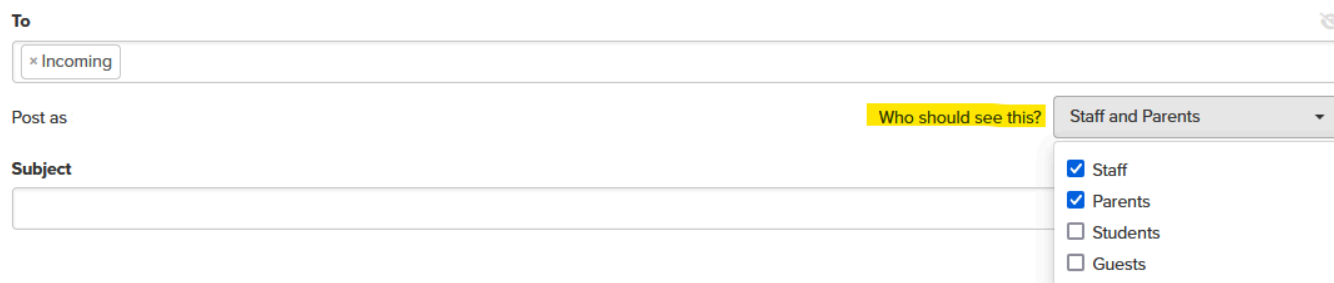


ParentSquare Pointers - April 2025 Edition

**Communicating with Next Year Students**

It's that time of year when schools are excited to communicate with their next year students and parents... And guess what? ParentSquare makes it easy to do so!

To send communication to next year's students and parents, select **New Post**. In the **To** field, simply enter "Incoming" as the group name, then use the dropdown to indicate who should receive the message - Staff, Parents, Students, Guests or any combination of the three:



The screenshot shows the ParentSquare 'New Post' interface. The 'To' field is populated with 'Incoming'. Below it, the 'Post as' field is empty. To the right of the 'Post as' field is a yellow button labeled 'Who should see this?'. Below this button is a dropdown menu titled 'Staff and Parents' which is open, showing four options: 'Staff' (checked), 'Parents' (checked), 'Students' (unchecked), and 'Guests' (unchecked). The 'Subject' field is empty and located below the 'Post as' field.

Voila! Your message will be sent to the newly enrolled students and/or their parents for next year. Quick call out: The incoming group does not include your current students that will be returning next year, rather it is students that are newly enrolled. While there is no way to filter this option by grade just yet, simply mentioning in the subject of the post who your message is intended for can help make sure the message is getting to the correct people. If you would like to filter messages to incoming students by grade, contact the help desk at (801) 567-8737 and we can help you build a guest list to target those specific students.

This is a great way to start building connections with next year's parents and get everyone excited about the year ahead!

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