

Parent-Teacher Conference Checklist

To help build the partnership between parents and teachers, use the following checklist to make the most of your time with the teacher.

Before the conference, have you:

- ✚ made sure you can make the conference or if you can't, set up another time?
- ✚ arranged for (if needed) a babysitter, transportation, or a translator to go with you?
- ✚ organized the questions you want to ask?
- ✚ talked to your child about school and any questions he or she may have?

During the conference, ask about:

- ✚ how your child is doing in each subject.
- ✚ your child's strengths and weaknesses in school.
- ✚ ways you can help your child.
- ✚ any extra help your child is getting in school.
- ✚ grades, homework, discipline, or other concerns you have.
- ✚ how your child gets along with classmates and teachers.
- ✚ any concerns the teacher has.
- ✚ any special interests or talents your child has shown.

If you want, share with the teacher any changes that may affect your child, any health conditions, hobbies or talents your child has.

Before you leave:

- ✚ make sure you both understand any actions you've agreed to do.
- ✚ ask how to contact the teacher if you have additional questions.

After the conference :

- ✚ talk to your child about the conference, especially the favorable comments and any areas that need work.
- ✚ start on any agreed on actions.

