

PARENT-TEACHER CONFERENCE

Suggestions



Before the Conference

- Make sure you can attend the conference. If you cannot, call the school to schedule another time.
- If possible, arrange for a babysitter, family member, or friend to care for young children.
- Contact the school in advance if you would be in need of an interpreter, or bring someone with you.
- Review your child's school work samples.
- Talk with your child about school.
- Prepare questions you would want to ask.
- Prepare notes of things you want to share.

During the Conference

- Make sure you both understand any agreed upon actions.
- Clarify next steps with each other.
- Ask how to contact the teacher if you have additional questions. Be sure to let the school know how to best contact you.
- If you run out of time and have more to talk about, ask for another meeting.
- Write action steps and set up a follow-up meeting to review progress

After the Conference

- Talk with your child about what you and the teacher discussed.
- Share the "good news" first.
- Follow through on teacher's recommendations.
- Keep the teacher informed of any changes.