



Successful Parent-Teacher Conferences

One of the best ways to find out how your child is doing in school is through a parent-teacher conference. The following tips will ensure a successful result for your child.

Before the Conference Tips for Parents:

- Teachers are contracted to be in school during school hours and for a short period of time before and after school. You will need to arrange to come to school during that time for the conference. Teachers must have 24 hours notice before a parent-teacher conference is scheduled.
- If you anticipate language differences, ask for an interpreter. The conference can be scheduled for a time when the interpreter can be present.
- Find out how your child feels about school (ask what he or she likes best or least and why).
- Prepare questions or concerns you wish to discuss.
- Everyone's time is valuable. Please be sure to be on time.

During the Conference Tips for Parents:

- Parent-teacher conference may bring up all kinds of feelings. REMEMBER: the conference is an opportunity to work with the teacher as a team.
- Since conference time is limited, stay focused on the topic.
- Share observations from home about your child's strengths and weaknesses.
- Share relevant medical information concerning your child's general health, allergies, vision problems, etc.
- Share any relevant changes in the family situation.
- Listen carefully and ask the teacher to explain any terms or concepts you don't understand.
- Ask for more information or examples/samples of student work or behaviors that are relevant to the topic of the conference.
- If the teacher points out areas where your child needs to improve, ask for a plan to help your child make the improvements and ask how you can help.
- Be sure to sign and ask for a copy of the Record of Conference Form.
- If necessary, make an appointment for a follow-up phone conversation or conference.
- If you feel uncomfortable with the manner in which the conference is progressing, politely stop the conference and request the presence of an administrator.

After the Conference Tips for Parents:

- Follow through on suggestions made during the conference.
- Continue the open lines of communication throughout the year.