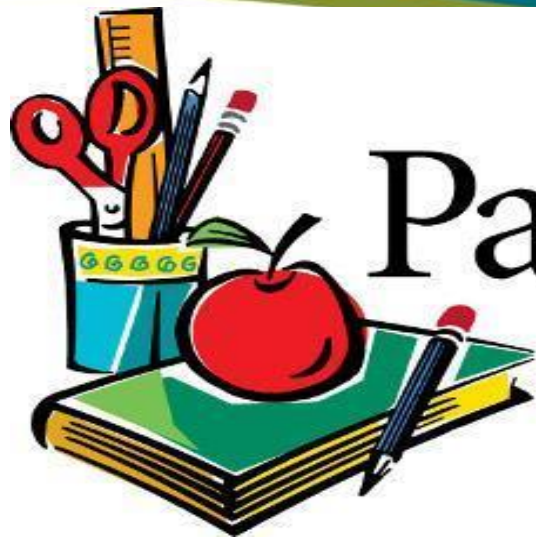




Parent-Teacher Conferences



Tips for Parent-Teacher Conferences

Elementary School

Issaquah School District

What Is a Parent-Teacher Conference?

- **Participants:** The teacher and the parent/caregiver.
- **How It Works:** A private conversation where families and teachers can share information and discuss the child's progress.
- **Length:** About 20 minutes (longer when an interpreter is needed).
- **Location:** Usually held in the child's classroom.
- **Date** – Check school website or school bulletin
- **Goal:** To work together to support the child's learning and overall well-being.



Why is this important?

- Parent can partner with the school in your child's education.
- Share information with teacher.
- Learn what you can do to support your student.
- Opportunity to ask questions you may have of the teacher.
- Only one scheduled/planned conference date per year.



What is discussed?

- Teacher will share child's academic, behavioral and social progress
- Parent/caregiver and provide input, ask questions and partner to support student learning.



Student Led Conferences For 4th and 5th grade students

- Find out if your school has a student led conference in 4th and 5th grade – child will attend conference with you
- Child prepares a presentation in partnership with the teacher before the conference.
- Opportunity for your child to lead a meeting and will share their work with you
- You are welcome to ask questions and have a discussion with the teacher.



Preparing for the conference

Step 1 - Talk to your child



Before the Parent-Teacher Conference

Take time to talk with your child about school.

Here are some guiding questions:

- What do you enjoy about school? What subject or activity do you like the most?
- What's something you find challenging or don't enjoy as much?
- What do you think you're really good at?
- What does your teacher do that helps you learn or feel supported?
- What are your classmates like? Who do you like to work or play with?
- Is there something you wish your teacher or classmates understood better about you?



Preparing for the conference

Step 2 - Review student's progress updates and iReady scores

- Check your child's "Take Home Folder" for any recent work or progress updates.
- Review your child's i-Ready scores—look for an email from the school with this information in late October or early Nov.
- Review the grade-level learning goals and classroom experiences for your child's grade.
- [Elementary School Learning - Issaquah School District 411](#)



Preparing for the conference

Step 3 - Reflect on Topics to Discuss During the Conference

Take some time to reflect on your child's feedback, their school progress, and information shared by the teacher, including assessment results such as i-Ready scores.

Based on this reflection, prepare a few questions or topics you'd like to discuss during the parent-teacher conference.

Here are some helpful topics to consider:

- What your child enjoys most about school or the classroom environment
- Challenges or difficulties your child may be experiencing in class
- Your child's strengths and areas where they may need additional support
- Strategies or supports that have been effective for your child in the past
- How your child interacts with peers and participates socially and emotionally
- A better understanding of assessment results, such as i-Ready scores, and how these are being used to guide and support your child's learning

Parent request options:

Here are some options parents and caregivers can request to support a successful conference:

- **Request an interpreter, if needed**
The school can provide in-person, phone, or video interpretation services.
➤ *Please request an interpreter at least 1 week before conferences.*
- **Request a virtual meeting via Microsoft Teams**
Let the school know if you prefer to attend the conference online.
- **Ask if additional support teachers will attend**
For example:
 - Multilingual Learner (MLL) teacher
 - Learning Assistance Program (LAP) teacher
 - Special education or other specialists
- **Share your questions or topics ahead of time**
Let the teacher know what you'd like to talk about (e.g., academic progress, behavior, social-emotional development, specific concerns). This helps the teacher prepare and make the most of your time together.
- **Request to review recent work or assessment data** during the meeting (e.g., student work samples, i-Ready scores, classroom progress updates)



Understanding Test Scores

For first to fifth grade students:

- If scores are below 3.0, it is important to talk to the teacher as to what the teacher is doing to support the student or what you can do to support your child.
- Scores below 3.00, indicate that your child is not "Meeting Expectations" – or the level they currently need to be at.
- [Understanding i-Ready Scores - Issaquah School District 411](#)

The 4-point scale

4	4.00-4.99 EXCEEDING EXPECTATION
3	3.00-3.99 MEETING EXPECTATION
2	2.00-2.99 APPROACHING EXPECTATION
1	1.00-1.99 BELOW EXPECTATION

Missing scores in Phonological Awareness, High Frequency Words and Phonics mean the student is no longer being assessed in this area.

[Click here to learn more about this scale here.](#)

At the conference

- Be on time or be 5 min early if possible (all conferences have set schedule start time).
- Teacher will welcome you into the class to start the meeting.
- Let the teacher know that you have questions as you start the meeting, so you are sure to have time for them. Reminder: meetings are 20 minutes in length.



What does the conference look like?

Role play videos

[Video 1](#)

[Video 2](#)

Make the Most of Your Conference!

The purpose of this example is not to show a “good” or “bad” conference, but to highlight ways you can make your conference more meaningful and productive.

- Be prepared to ask specific questions
- Focus on understanding your child's progress and needs
- Partner with the teacher to support your child's success



After the conference

Connecting with...

With your child:

- Talk about the conference and share what you learned—especially the positive feedback.
- Discuss any goals or plans you and the teacher made to support your child's learning.

With the classroom teacher:

- Stay connected by talking about your child's day, checking backpacks, take-home folders, teacher newsletters, and school apps like Clever.
- Follow up by asking questions or checking your child's progress if there were concerns, or if you need updates or clarification.

With the school community:

- Get involved! Join the PTA or volunteer at school to support your child's education and connect with other parents.



After the Conference: Follow-Up Steps

- **Check your child's report card at the end of the 1st semester** (available in late January or early February on Family Access).
- **If you have questions or concerns, request a meeting in 2–3 months** to check in on your child's progress.
- **The school does not schedule additional official conferences during the year;** parents are encouraged to initiate contact with teachers as needed.
- **Keep communication open** by regularly checking assignments, grades, and progress through school portals or teacher updates.
- **Celebrate your child's successes** and discuss any new goals together.



Important Reminders for Parent-Teacher Conferences

- Be sure to attend the meeting ON TIME.
Teachers often have back-to-back meetings, so if you are late, your meeting time may be shortened or rescheduled.
- Arrange childcare for the meeting time.
Children are generally not invited to attend, unless it is a student-led conference.
- If you need help scheduling a conference, please email your child's teacher.
Include your preferred dates and times for the meeting. (See example email below.)
- Parents may email in their preferred language.
Teachers can translate and respond in the language you are most comfortable with.
- Prepare any questions or topics you want to discuss ahead of time to make the most of your meeting.
- If you need an interpreter or accommodations, request them at least one week in advance.

Dear Ms. Garcia,

I am unable to schedule a Parent-Teacher Conference on SignUpGenius. Could you please help set up a meeting time for me? I can meet on Tuesday, November 12th between 12 pm and 3 pm or November 13th from 8 am to 11 am. Please let me know if these times work and if they don't work, what times you do have available.

I would also like to request an interpreter in Spanish for the meeting.

Thank you!

Jane Smith

Thank you!

- Questions? - Enter in chat or unmute and ask.
- Please complete the feedback form.
 - <https://forms.office.com/r/RC7i2YjwbU>
 - Link in the Chat
 - A copy of the slide deck and video recording will be emailed to participants who request it in the feedback form.
- Want to chat more? Join our next Family Partnership event – Family Connections meeting on Dec. 8th

Tips and Resources for Parent-
Teacher Conferences



Next Event for ISD Parents:

Family Connections Meeting

December 8 (morning and evening sessions)

- Meet and connect Family Partnership staff and parents in the ISD.
- ISD Family Partnership staff will answer questions about school programs and systems.
- No formal presentation - discussion based on the questions asked by families at the meeting or in the registration form.

In person at: ISD Administration Building

AM session (10:30 AM to 11:30 AM)

PM session (6:30 PM to 8:00 PM)

Family Connections Meetings



Resources

- Elementary school curriculum and learning: [Elementary School Learning - Issaquah School District 411 \(isd411.org\)](https://isd411.org/elementary-learning)
- Cultural and Family Partnership Website:
[Cultural and Family Partnerships - Issaquah School District 411 \(isd411.org\)](https://isd411.org/cultural-family-partnerships)
- [i-Ready - Issaquah School District 411](https://isd411.org/i-ready)
- Using Clever - [Clever, Seesaw \(Grades K-5\) - Issaquah School District 411](https://isd411.org/clever-seesaw)