PARENT-TEACHER CONFERENCE CHECKLIST

Your school will communicate with you when it is time for you to have a conference with your child's teacher. It will be a great opportunity for you to dialogue with your child's teacher(s) so that your child can succeed.

What to Expect:

Two-way conversations are best. Like all good communication, parent-teacher conferences are best when both people talk and listen.

Before the Conference:

- **Scheduling:** Confirmation of the date, time, and location of the meeting will be provided by the school. Some meetings can be held virtually if needed.
- **Preparation:** Teachers may send home reports or information about the student's progress before the conference. Keep track of their progress and write down questions you may have.
- **Major Changes:** Are there changes to your child's home routine that may have an impact on school work such as health, family issues, separation from friends, etc.?
- **Social-Emotional Learning:** Is my child making friends? Are they socializing on the playground, at recess, and at lunch?
- **Special Interests or Other Information to Share:** Is there anything going on at home that your child's teacher should know about? This may be added stressors that could disrupt your child's ability to focus or connect with their peers.

PRE-CONFERENCE NOTES

CONFERENCE NOTE TRACKER

Not sure what you should talk to your child's teacher about? Use these recommended questions to get the conversation started!

Student's Name _____ **Teacher's Name** _____

What are my child's:

Strengths	Areas to Improve

In which subject areas is my child performing at grade level and doing well?

Is my child making friends and getting along with others?

How can I help my child at home?

As a parent, what are any additional things you'd like your child's teacher to know?

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AFTER THE CONFERENCE

After a parent-teacher conference:

- **Praise** your child for doing well and making progress and discuss together areas for improvement suggested by the teacher. “For every negative, there are two positives” is a great mindset for this situation.
- **Talk** to your child about the information that the teacher shared at the conference.
- **Communicate** with your child’s teacher on a regular basis.

It is important to create a plan after the conference. List action steps you will take to help your child continue to make progress:

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