

## Parent-Teacher Conference Checklist

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### Before the Conference

- Talk to your child. “How do you feel about school?”, “What do you do well in school?” “What do you wish you had more help with in school?”
- Review the information the school has already shared with you about your child’s performance, such as your child’s homework, tests, and other communication from the teacher.
- Think about your goals for your child. Next, write down a list of questions for the teacher. Use the information you’ve received from your child and the school to help you formulate the question. Examples of good questions to ask:
  - “Where is my child performing compared to the rest of the class?”
  - “What are your goals for my child this year in each subject area?”
  - “Can I see an assignment where my child did well and one where he/she struggled?”
  - “What does my child most need to work on, and what can I do to support his/her learning at home?”
  - “What services and programs are available to support and challenge my child at school?”

### During the Conference

- Be open and honest about your concerns and hopes for your child.
- The best conferences feature two-way communication between the family and the teacher. The teacher needs to hear from you about your child outside the classroom. For example, share information about activities your child enjoys, how she is liking school, any challenges she is facing in school, and any recent changes in her home life. Tell the teacher what your goals are for your child.
- Ask questions in order of importance in case time runs out.
- Take notes on what you discussed so you can refer back to it later.
- If you want to continue the conversation with the teacher beyond the conference, ask the teacher for a follow-up meeting or additional resources. For example, if your teacher mentioned that your child should be reading B level books, ask for a list of B level books you can take to your library.
- Make a plan with the teacher. Write down what both of you will do to support your child to reach the goals you and the teacher set for him and how often you will do it.

### After the Conference

- Schedule a time to check in with the teacher again. Establish how you will contact them and how they will contact you (phone, email, text, etc.).
- Share with your child how the meeting went and what you learned. Ask your child for his/her input on your action plan.

Sources: Harvard Family Research Project, National PTA and Flamboyant Foundation