

PARENT - TEACHER CONFERENCE PLANNER

Contact Information

Youth's Name: _____ Grade Level: _____
School Name: _____ Phone Number: _____
Principal's Name: _____ Secretary: _____
Teacher's Name: _____ Phone Number: _____
Email: _____

Getting Started

Contact the school and set the conference for a time that is convenient for you. Insist on at least 30 minutes. If they tell you they only schedule for 20 minutes then request 2 slots! You have a right to ask for a conference any time you feel a need for information regarding your youth's academic or social progress.

Conference Date: _____ Time: _____

Before the Conference

Advance planning will help you to identify and keep track of the topics you want to cover during the meeting. The time will go fast so planning ahead will help to keep the conversation on topic.

Things I want to talk about:

A. The youth's strengths: _____

B. Questions to ask the teacher about the classroom: _____

C. One or two issues you would like to discuss: _____

About the Youth: Youth often feel worried about conferences. Gather their thoughts about what they would like you to share with their teacher. When appropriate, have the youth attend the conference with you.

A. Important things in the youth's life they want the teacher to know: _____

About the Youth (cont):

B. What the youth feels good about at school:

C. What the youth worries about or is frustrated by in school:

D. Things the youth would like you to ask or tell to the teacher:

During the conference

This may be the first opportunity you have had to meet the youth's teacher/s. Take a few minutes to introduce yourself and let the teacher know that you are looking forward to working together to create a positive educational experience for the youth.

For Discussion:

A. What are the youth's strengths at school? _____

B. Ask about present levels of performance in core areas (reading, writing, math). Ask what data has been gathered to determine levels of performance:

a. Math: _____

b. Reading: _____

c. Writing: _____

- C. Ask to see work samples for your youth. For comparison ask to see examples of work that meets or exceeds grade level work. Ask the teacher for one or two things to focus on for improvement.

- D. Ask the teacher about the youth's conduct in the classroom:

- a. Behavior:

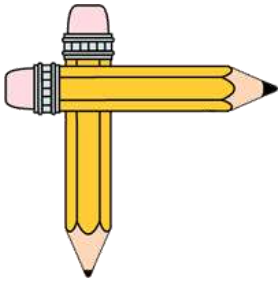
- b. Work ethic:

- c. Peer Relationships:

- E. Ask if there are additional programs or activities that the youth can participate in to enhance or enrich their academic or social skills. Get details of how to get the youth involved:

ACTION PLAN

The following page is an Action Plan that can be completed at the conclusion of the conference. Don't wait until the last minute to bring it out as it might take some time to complete. You might even bring it out at the start of the conference so the teacher is aware of the expectation. The purpose of the plan is to focus on one or two key points that were talked about during the conference. It also builds in accountability for everyone involved with the youth and his/her educational progress. Use the planner even if the conference had very few areas in need of improvement. There is always something that can be worked on!!!! Remember to keep the focus on positive interventions rather than punitive. Ask the teacher to make a copy of it.



ACTION PLAN:

Youth: _____ Date: _____

Goals: (can be academic or social, should be limited to no more than three)

- 1) _____
- 2) _____
- 3) _____

What the youth will do at school:

What the teacher will do at school:

What the caregiver will do at home:

How will progress be monitored? (Daily or weekly notes, phone calls, email, follow-up conference; include dates, times and contact information.)

After the Conference

- A. Share what was talked about at the conference with the youth. Be positive and encouraging. Celebrate the successes (no matter how seemingly small) then have an open discussion about areas needing improvement.
- B. Share the Action Plan with the youth and ask for their input. It is ok to make changes. Just remember to send an amended copy back to the teacher.
- C. Start an expanded file dedicated to the youth's school records. Include in it:
 - a. Report cards
 - b. Work samples
 - c. Conference notes
 - d. Teacher notes
 - e. Test scores
 - f. Awards and certificates
 - g. School pictures
- D. Keep a school calendar to record:
 - a. Meetings
 - b. Important events and activities
 - c. Social events at the school
- E. Follow the action plan and provide academic support at home by:
 - a. Providing a space and time for homework.
 - b. Promoting literacy activities whenever possible.
 - c. Reviewing homework and asking questions.
 - d. Maintaining contact with the teacher.

SOMETIMES SCHOOL ISSUES CAN BE COMPLICATED AND DIFFICULT TO UNDERSTAND. CONTACT TREEHOUSE IF YOU NEED ADDITIONAL HELP. THEY CAN CONNECT YOU WITH RESOURCES TO HELP YOU BE AN ADVOCATE FOR YOUR YOUTH IN RESOLVING CHALLENGING EDUCATIONAL ISSUES.