

Parent-Teacher Conference Checklist

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 your child’s homework, tests, and communication from the teacher before the conference. Enter the meeting with a solid background of information on your child’s strengths and weaknesses.
- Write a list of any questions you want to bring up with the teacher. Here are some examples to get you started:
 - “Where is my child performing compared to the rest of the class?”
 - “Can I see an assignment where my child did well and one where he/she struggled?”
 - “What can I do to support learning at home?”
 - “What services and programs are available to support and challenge my child at school?”

During the Conference

- Enter the meeting with a positive attitude and be open and honest about your concerns and hopes for your child.
- Conferences are for two-way communication. The teacher needs to hear from you about your child outside the classroom. For example, share information about activities your child enjoys and any recent changes in his/her home life.
- Ask questions in order of importance in case time runs out.
- If you don’t speak the same language as your child’s teacher ask to use the language line. The language line provides immediate interpretation services 24 hrs a day.

After the Conference

- Make a plan. Write down what you will do to support your child and how often you will do it.
- 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 and National PTA