



Resource 8

Planning Guide for Parent-Teacher Conferences

Complete this form before attending your child's parent-teacher conference and bring it with you to the conference.

Our Parent-Teacher Conference

Child's Name: _____ Parents' Names: _____

Teacher's Name: _____ Grade Level: _____

Conference Date: _____ Time: _____

Things I Want To Talk About

A. What I think my son/daughter does well at home:

B. What I think my son/daughter does well at school:

C. Questions I would like to ask the teacher:

D. One issue I would like to discuss with the teacher:

About My Child

Ask your child what he or she would like to have you talk about or what he or she would like to know more about.

1. Important things in my child's life I think you should know about:

2. Talk to your child. Ask him/her questions like: What do you like about school? Share this with the teacher.

What do you dislike about school? _____

Is there anything you would like me to ask or tell your teacher?

3. Other questions or concerns my spouse, partner or family members and/or I have:

At the Conference

(Please read these questions before the conference to help you plan what questions you would like to ask.)

1. Is my child at grade level with his/her reading, writing and math?

2. May I see something my child has written?

3. May I see an example of grade level or excellent work?

4. What are my child's strengths in class?

5. What are my child's weaknesses in class?

6. Which benchmarks and standards has my child achieved so far?

7. What do you expect from children in your class (behavior, work habits, etc.)?

8. What can I do at home to support you and my child in school?

9. How can I reach you if I have any questions or want ideas on how to help my child succeed in school?

10. Do we need to meet again? When will we meet?

After the Conference

1. Talk about it with your child. Praise your child's strengths.
2. Decide how you will follow through with any plan that you and your child have agreed upon with the teacher.
3. Start a folder about your child. Include in it:
 - Report cards
 - Samples of work
 - Notes from the teacher
 - Test scores
4. Make a calendar and mark:
 - Meetings
 - Important events
 - Social events at your child's school
5. Check your child's class work and homework every day.
6. Keep talking with the teacher to discuss your child's progress.



Action Plan:

Ways the parent, the child and the teacher can work together to ensure success.
(Do this with the teacher at the conference).

A. What the teacher will do at school:

B. What we will do at home:

C. How we will check our progress (notes, telephone calls, e-mail, follow-up conference, etc.):
