



# Parent-Teacher Conference Checklist for Parents

Preparation can help make your next meeting with your child’s teacher both productive and relevant. Come prepared to ask questions, not just to receive information. The teacher will appreciate that you took the time and effort to have a focused discussion.



- Sign up for a time and put it on your calendar. Set reminders on your phone if you need to. Being on time for the appointment helps keep everyone on track. If you cannot make the times set up, contact the teacher for another arrangement and don't ignore this opportunity to learn more about your child's development.



- Check your child's grades and test scores before the meeting.



- Look over any work that has been brought home and ask your child to talk about what she has been doing. Ask what she likes best about school and what she likes least and why. Try to see if there are any issues that are bothering your child. Ask if there are any questions that you should ask the teacher about.



- Think through any issues at home that should be brought to the teacher's attention (ill family member, new sibling, potential job changes, etc.). Knowing about any changes in the child's life can help the teacher collaborate with you to help your child through any issues.



- Make a list of questions or issues that you, your spouse, and your child have. Prioritize these in case time runs short.



- Make a list of your child's strengths, challenges, interests, and ways that your child thinks and works best. Some parents of young children like to prepare a handout with pictures of their child doing the things they like as well as a list of these things. You know your child best – help the teacher know your child better.



- Be prepared to take notes during the conference.



- Grades are just one measure of the academic growth of your child so the conference should be a means of learning about all areas of growth – social and academic. Ask for clarifications of what the teacher describes, about expectations, and schedules. You want to get information and insights of your child's academic performance and how you can help, as well as learn about social and peer interactions that may impact academic progress.



- Talk to your child about the conference and offer praise and reassurance. Reinforce any expectations and discuss any changes that will happen.



- Stay in touch with the teacher after the conference – email at least once a month to check in on your child's progress. Ask the teacher to contact you with any concerns. Don't wait until the next conference to find out if there is something that could have been done earlier!

