

A Successful Parent-Teacher Conference

A parent-teacher conference offers an opportunity for you to meet your child's teachers and others who support your child's learning, as well as an opportunity to learn more about how your child is doing in school and how you can support learning at home.

TIPS FOR SUCCESSFUL PARENT-TEACHER CONFERENCE

Involve your child in the conference. Schools are involving students in the parent-teacher conference. Student-led parent-teacher conferences are often beneficial because they allow your child the opportunity to: 1) provide you a review of his/her work and 2) share in developing the next steps for his/her continued academic growth.

Have a discussion with your child. Ask your child if there is anything he/she would like you to discuss with his/her teacher(s).

Prepare questions. Prepare questions, such as "What is my child doing well while he/she is in school," "Is my child performing on grade level," "Is my child finishing the work assigned in class," "How can I help my child at home" and "What is the best way to contact you if I need to ask any questions during the year?"

Support yourself. If you are not confident communicating in English, let the school or teacher(s) know in advance so that an interpreter can be available to assist you.

Arrive a few minutes early. There is a short time for each conference. To make sure that all families can meet with the teacher(s), please try to arrive by the time of your meeting and be patient if the sessions are not exactly on schedule.

Form a partnership with the teacher(s). Your child's success is most important. Your child's teachers play an important role in your child's growth and education. It is important that you work together.

Take notes. Taking notes helps you remember important points and also assists you in remembering what you and/or your child may need to do at home.

Express appreciation for the conference. Remember, you and the teacher are a team. Appreciate the role you each play in educating your child.

Have a conversation with your child. Discuss what was shared during the conference with your child. Make certain that your child knows what is expected of him/her. And, find out if he/she has any follow-up questions for the teacher. Know that the ACPS Family and Community Engagement (FACE) Centers are there to support you!

Stay in touch with your child's teacher and school. Touch base with your child's teacher regularly to discuss your child's progress.



**PARENT-TEACHER CONFERENCE
PARENT WORKSHEET**

Before the Conference:

Have a conversation with your child:

1. What are your favorite subjects and activities at school? _____

2. What subjects and activities do you not like and why? _____

3. Do you have any questions or issues you want me to discuss with your teacher? _____

Make a list of questions for the teacher in order of priority:

1. _____

2. _____

3. _____

During the Conference:

Write down teacher's responses to your questions:

1. _____

2. _____

3. _____

Take notes about your child's progress in school:

1. Areas of Success:

2. Areas in Need of Improvement:

Develop an Action Plan:

1. Teacher will do: _____

2. Parent will do: _____

3. Student will do: _____
