

# Parent Teacher Conferences - Tips for Success!

## Partners for Student Success

Important people in a student's life come together to share, discuss, plan, and celebrate!



**Ask Questions**  
**Share Insights**  
**Discuss Strengths and Challenges**  
**Learn about progress**  
**Make plans together For Success**



### Before the Conference

1. Talk with your child. Talk regularly with your child about school. Ask how she's doing in class, what's going on during lunchtime, recess, and when she goes to special classes like music or gym. Seek to find out both the positive and negative. Stay tuned in to any concerns your child may have about school. Ask your child what she would like you to discuss at the meeting.
2. Prepare a list of questions you would like to ask.
3. Review your child's most recent work, tests, reports, and/or schoolwork. Observe and know from your perspective how your child is progressing.

### During the Conference

1. Start off on a positive note. Be on time and ready to build and continue partnership focused on your child's needs and goals. Show appreciation and respect for the teacher's role in your child's life and development.
2. Assure the teacher that you are deeply interested in your child's academic progress and success.
3. Share information about your child.
4. Ask prepared questions. Listen to the Teacher's insights and professional perspective. Ask about grading system, homework and about areas of strengths and weaknesses. Raise issues of concern.
5. Ask for specific ways you can support your child's learning at home.
6. If you do not understand something ask for an explanation.
7. Be part of planning and making strategies to best enhance your child's success. Take notes. Be prepared for follow through and confirm plan with the teacher.
8. Ask and establish how you and the teacher will keep in touch on a regular basis to monitor progress.

### After the Conference

1. Take action! Share with your child. Start right away to do the things you and the teacher agreed on. Discuss the plans with your child. Encourage your child with positive comments. Include them as part of the team and explain the plan that was established at the conference and who will be responsible for what. Let them know that agreed upon strategies will begin immediately.
2. Plan to keep in touch with the teacher to discuss progress and make adjustments as needed. Send a thank note to the teacher assuring them of your partnership for the success of your child.