

Parent-Teacher Conference Checklist

BEFORE



- Ask your child how they feel about school.
- Ask your child if they're is anything that they want your to talk about with their teacher.
- Tell your child that you and the teacher are meeting to help them.
- Prepare questions on:
 - participation
 - strongest/weakest subjects
 - homework
 - ways to help
 - social/emotional well-being



DURING



- Be on-time or early
- End meeting on time
- Relax and stay calm
- Bring your child
- Ask most important questions first
- Ask for clarification, if needed
- Make sure to check child's progress
- Leave updated contact information
- Thank the teacher



AFTER



- Talk about the conference with your child
- Talk about the positive points
- Be direct about problems mentioned
- Discuss plans and goals that were created
- Keep in touch with the teacher throughout the school year