

GUIDE FOR PARENT TEACHER CONFERENCES

A parent-teacher conference is a chance for you and your child's teacher to talk. You can talk about how your child is learning at home and at school. This list will help you get ready for meeting with the teacher.

BEFORE THE CONFERENCE

- Use the *Parent-Child Guide for the Parent-Teacher Conference* to talk with your child.
- Let the school know if you need a translator. You have the right to have a translator when you meet with the teacher. Or you can bring a friend or relative to translate. It is important that your child is not the translator.
- Take some time to review your child's most recent test scores, report cards, or school work that show his/her strengths or needs.
- Make a list of questions you want to ask the teacher. Suggested questions:
 - What are my child's strongest and weakest subjects?
 - Does my child participate in class?
 - Does my child seem happy at school?
 - What can I do to help my child at home?

You can take notes or use a tape recorder to help you remember what the teacher says.

DURING THE CONFERENCE

- Plan to be at the meeting on time. Know when the meeting is to end.
- Ask the most important questions first, such as your child's grades, class work, homework, behavior and how your child gets along with others.
- If the teacher talks about things your child needs to do to improve:
 - Ask if tutoring or other help is needed and available.
 - Ask if your child needs to have more testing.
- Ask what you can do to help your child at home. Make sure to share things with the teacher about your child, such as:
 - What your child likes to do.
 - Things that might bother your child (such as, new baby, divorce, death).
 - Special medical or learning needs or things you have done at home that have helped your child learn.
- Ask for explanations or written information of anything you don't understand in the language most useful to you.
- Find out the best way for you to communicate with the teacher and the teacher to communicate with you (written notes, phone, e-mail, or in person).

AFTER THE CONFERENCE

- Talk about the conference with your child, especially the positive comments received, but be direct with things he/she needs to do.
- Talk with your child about any plans you and the teacher have for him/her.
- Keep in touch with the teacher on a regular basis during the school year.

DISCUSSION GUIDE FOR PARENTS AND CHILDREN BEFORE PARENT-TEACHER CONFERENCES

A parent-teacher conference is a chance for you to talk with your child's teacher. This meeting is about how your child is doing at school. It will be helpful to talk with your child before the meeting. After the meeting you will want to talk with your child about what was discussed. Then the two of you will want to talk about any changes that need to be made.

BEFORE THE CONFERENCE

Use these questions as you talk with your child about school.

- What do you want the teacher to know about you?
- What do you want me to know about what you are doing at school?
- What do you think you are good at in school?
- What do you think you need help with at school?
- Tell me about your favorite part of school.

DURING THE CONFERENCE

Your child may be asked to attend or even lead some of the meeting. Encourage your child to share what he/she thinks about what is said.

AFTER THE CONFERENCE

Share information with your child if he/she did not attend the conference. Talk about and plan what you and your child need to do next. These questions may help guide your discussion.

- Were you surprised about anything that was said?
- How are we going to do the things your teacher suggested?
- When can we work on these things each day?