**Good Tips for Parent – Teacher Conferences**

What: The conference is a meeting between you and your child's teacher to talk about how they are doing in school.

When: Your child's teacher or school office will email you or send a note to set up a meeting time. Usually, conferences are held on days or afternoons your child does not have school.

Why: The conference gives you a chance to meet with and talk with your child's teacher as well as ask them any questions you have.

**Questions you may have:**

*What if I work during the day?*

Let the teacher know you can only go to conferences at night. Email or call them. You can usually sign up for your conference time on the school website.

*What if I only speak a little English?*

You have the right to request that an interpreter attend the conference with you. You can also bring a friend or relative to interpret. It is important that your child does NOT translate for you.

*What will we talk about?*

Your child's teacher will probably talk about your child's grades, classwork, homework, and behavior.

*What will I learn?*

You will learn more about your child's classes, and find out if your child is having any problems.

*What will the teacher ask me?*

Teachers like to learn about students from their parents. No one knows your child better than you do. You can help the teacher by talking about:

What your child likes to do

Events that may affect your child (such as a new baby, divorce, problems at home, or death in the family)

Special medical or learning needs

**Things to Remember**

If you are invited to a conference, it doesn't mean your child is in trouble! Teachers want to meet with all parents. You and the teacher both want the very best for your child. You can help your child by working together as a team.

**Parent-Teacher Conference Checklists**

Before the conference:

Ask your child how she feels about school.

Ask your child if there is anything that he wants you to talk about with his teacher.

Tell your child that you and the teacher are meeting to help her.

Make a list of topics that you want to talk about with the teacher.

Prepare a list of questions you can ask the teacher, such as:

1. What are my child's strongest and weakest subjects?

2. Does my child hand in homework on time?

3. Does my child participate in class?

4. Does my child seem happy at school?

5. What can I do at home to help him?

**During the conference**

Be on time (or early) for the meeting.

End the meeting on time. Other parents will probably have a conference after yours.

Relax and be yourself.

Stay calm during the conference.

Ask the most important questions first.

If your child receives special services such as English classes, ask about your child's progress in those classes.

Ask for explanations of anything you don't understand

Ask your child's teacher for ways that you can help your child at home.

Thank the teacher for their time.

**After the conference**

Talk about the conference with your child.

Talk about the positive points, and be direct about problems.

Tell your child about any plans you and the teacher made for them.

Keep in touch with the teacher during the school year.

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a meeting between you and your child's \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to talk about how they are doing in school.

2. Your child's teacher or school office will \_\_\_\_\_\_\_\_\_\_\_ you or send a note to set up a meeting time. Usually, conferences are held on days or afternoons your child does \_\_\_\_\_\_\_ have school.

3. The conference gives you a chance to \_\_\_\_\_\_\_\_\_\_ with and \_\_\_\_\_\_\_\_ with your child's teacher as well as \_\_\_\_\_\_\_\_\_ them any questions you have.

4. You can usually sign up for your conference time on the school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. Your child's \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will probably talk about your child's grades, classwork, homework, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. You can \_\_\_\_\_\_\_\_\_\_ your child by working \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a team.

7. Be \_\_\_\_\_\_\_\_\_\_\_\_ or early for the meeting.

8. Ask your child's teacher for ways that you can \_\_\_\_\_\_\_\_\_\_ your child at \_\_\_\_\_\_\_\_\_\_\_\_.

9. Tell your \_\_\_\_\_\_\_\_\_\_\_\_\_ about any plans you and the teacher made for them.

10. Keep \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the teacher during the school year.