
THE PARENT TEACHER CONFERENCE

General Suggestions

1. Make an appointment with the teacher several times in a school year and not only when there are problems.
2. Make the appointment at a convenient time for you and the teacher.
3. If possible, make the appointment after grades, progress reports, or test scores have been given.
4. If you need to, ask the school for an interpreter.
5. Remember to always be calm even if you strongly disagree with the teacher.
6. Do not focus on the negative or weaknesses of your child, ask to find out about his/her strengths.
7. Take notes on important comments.

Preparing for the Conference

1. Ask your child if there is something s/he wants you to discuss with the teacher.
2. Prepare a list of questions and comments that you want to ask or express to the teacher.
3. Review your child's homework to determine what type of work is being assigned.
4. Go to the conference prepared. Take your notes and questions.
5. Make a list of subject areas your child says s/he understands completely and those s/he is having a difficult time understanding.

Questions You Can Ask to Improve the Results of the Conference

1. Is my child learning at an appropriate level in reading, writing, math, or showing progress in English?
2. What are the strengths and weaknesses of my child?
3. Does my child need additional help in any subject?
4. Is there help or services available in school and in the community if my child needs help in any subject?
5. What are the standardized exams that my child will take and how are the results from those tests going to be compared to others?
6. How does my child's performance compare to other children in his/her classroom, to other children at the same grade level, community, state, and nation?



7. Do you place students in groups when teaching reading and/or math? What capabilities or talents does my child demonstrate in class or homework? How are my child's homework habits?
8. Is my child reaching all of her/his potential?
9. Does my child complete his/her work on a regular basis?
10. Does my child participate in class discussions?
11. How do you prefer to keep parents informed about a child's progress? How can we get in touch with you? What can I do to assist my child in his/her performance?

Reviewing the Conference

1. What was the mood of the conference?
2. Did the teacher listen to my questions and comments? Was s/he in a hurry to finish the conference?
3. Did the teacher respond to all my questions? Did the teacher look interested and familiar with my child and his/her work? Did the teacher try to involve me in the process of identifying the needs for my child?
4. Did you mention the areas you think are strong and weak for your child? Did both of you agree on ways that you as a parent can help your child succeed in school? When is the next conference?