

Planning for a Successful Parent-Teacher Conference

Before the conference – Prepare!



- Call and reschedule if you cannot make a scheduled conference time.
- Review any work your child brings home.
- Ask your child questions.
 - ✓ Is there anything you would like for me to discuss with your teacher?
 - ✓ What do you like most / least about your school?
- Ask yourself questions.
 - ✓ In what areas (academic, social, etc.) do I feel my child is doing well?
 - ✓ In what areas do I feel my child needs to improve or needs more support / attention?
 - ✓ Am I satisfied with my child's work or quality / quantity of assignments (homework)?
 - ✓ What do I need to share about the way my child learns or the setting in which he / she does the best work?
 - ✓ What do I need to share about my child's interests / goals?
- Jot down what you want to talk about at the conference.
 - ✓ Homework
 - ✓ Measuring the child's performance
 - ✓ Performance level of child (meets / exceeds expected level of performance)

During the conference

- Remember that you are partners with the teacher in the education of your child.
- Listen.
- Make Notes.
- Focus on the child. Focus on solutions – rather than problems.
- Ask your questions.
- Be positive.
- Observe the time allotted for the conference. Plan a time / date for another conference if the time is running short.
- Keep emotions under control.
- Express appreciation for the conference.

After the conference

- Review your notes.
- Mark your calendar for another date to check in with the teacher.
- Praise your child for what he / she is specifically doing well.
- Talk with your child about her goals for the next period.



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