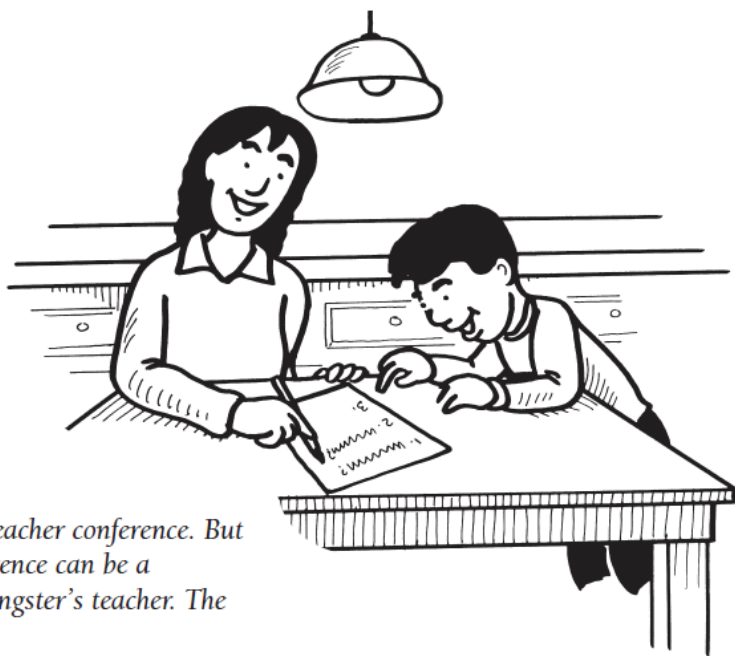


# Parent-Teacher Conferences:

*A Checklist  
for Success*

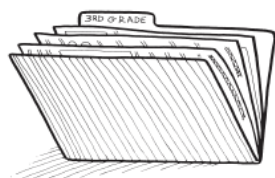
*for  
Parents*



*It's that time of year again. You're invited to a parent-teacher conference. But don't panic! Plan ahead, and you'll find that this conference can be a first step toward cooperation between you and your youngster's teacher. The happy result? A more successful year for your child!*

## Before the conference

✓ Keep a folder about your child with items like work samples, notes from conversations with teachers, and standardized test results. Look over your youngster's recent work to review his grades and see where he loses points.



✓ Ask your child about school. What are his favorite subjects? What is he having trouble with? How does he get along with his teacher and the kids in his class?

✓ List your child's strengths and weaknesses.

✓ Jot down things about your child that will help his teacher know him better, such as his hobbies or anything causing him stress.

✓ Make a list of the questions you want to ask. *Note:* For ideas, see "Questions to ask" to the right.

## At the conference

✓ Make a positive impression. Walk in with a smile, and be on time. *Tip:* It's best not to take younger children along.

✓ Listen carefully to what the teacher tells you. If you don't understand something, ask her to explain.

✓ Ask questions about your child's academic progress, social relationships, and behavior.

✓ Work with the teacher to develop an action plan to help your youngster succeed. List things you and your child can do at home to help him do his best in school.

✓ Plan for follow-up with the teacher. Would she prefer that you write notes, call, or send e-mails?

## After the conference

✓ Write the teacher a note or an e-mail thanking her for the information and her suggestions.

✓ Discuss the conference with your child. Tell him what the teacher said, and outline the action plan you and his teacher came up with.



✓ Put the plan into motion. Monitor your youngster's class work, homework, behavior, and mood. Stay in touch with the teacher.

## Questions to ask

Wondering what questions to ask your child's teacher? Try these for a start:

- What are my child's strengths and weaknesses in your class?
- Is my youngster performing at grade level? Is he working to the best of his ability?
- Does my child need special help in any subjects? Does he need help with his learning or test-taking skills?
- Are you concerned about any learning problems?
- Is my child completing class work and homework on time? Does he take part in class discussions?
- How does he get along with the other kids? What activities does he participate in during recess? Who does he play with most often?
- What can I do at home to help my youngster succeed?

*Note:* We chose to use a boy in this report, but the examples apply to both boys and girls.

## Home & School CONNECTION

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