

General Tips for Parent-Teacher Conferences

- ❖ Tell stories/examples that are specific to a child to let the parent know you recognize them as an individual.
- ❖ Choose only 1 or 2 areas for improvement-write these down ahead of time.
- ❖ Decide together with the parents what steps to take. Emphasize the parent's important role. Here are some questions you might ask:
 - What seems to have worked in the past?
 - What might work best for you at home?
 - As you think about your child's learning, what do you notice?
 - What is your thinking with regard to.....?
 - How can we best work together to support Chris with....?
 - What is your hunch about what might be going on for Chris?
 - If we could work together to improve upon 1 or 2 things for starts, what are your ideas about what that might be?
- ❖ Don't make promises you can't keep.
- ❖ It's about the plan-they know the problem. Try not to spend a lot of time repeating the problem.
- ❖ Show examples of work-show their student's work and an example of work that is on grade level expectations. Be sure to keep names of other student's confidential.
- ❖ Let parents know how they can get a hold of you. Ask the best way to contact them to follow up. They may ask you to contact them when there is a problem. Remind them they can also contact you to just check in. You have 20+ students and that isn't always easy.
- ❖ Have a timer to stay on schedule.