

Tips for Successful Parent/Teacher Conferences

BEFORE

Offer parents a variety of times and dates and remind them one week before.

Take advantage of phone and video conferencing

Consider language translators if needed

Gather student work samples, test data, progress reports, IEPs, or 504 plans

Create a simple agenda to include

- ♦ Student strengths/successes
- ♦ Student challenges
- ♦ Plan of action

DURING

Start with a positive anecdote about the student

Ask how school is going from their perspective

- ♦ "What do you want your child to accomplish this year?"
- ♦ "What does your child enjoy/dislike about school?"
- ♦ "What helped your child to be successful in the past?"

Use your agenda as a springboard for discussion

- ♦ Highlight the positives
- ♦ Address any concerns
- ♦ Encourage parents to share insights

Stay on schedule

AFTER

Send thank you notes to parents

Invite them to contact you with additional questions or concerns

Follow through on promised resources or shared action plans

- ♦ Student accommodations
- ♦ Contact info for related service providers
- ♦ Work to be completed at home

Treat yourself to something you enjoy after conferences are over - YOU DESERVE IT!!