

# A PARENT'S CONFERENCE PLANNER

Date, Time, and Location: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Contact Information: \_\_\_\_\_

Child's Name: \_\_\_\_\_

**As you think about the ways your child learns best, what would you like your child's teachers to know about your child?**

1. My child learns best by doing the following:
2. I have the following questions about my child's learning styles and situation:
3. My child is successful when:

**Ask your child to help you answer the following questions.**

1. What do you like best about school?
2. What do you not like about school?
3. Who are your friends at school?
4. What would you like your teacher to know?

# A PARENT'S GUIDE: QUESTIONS TO ASK DURING THE CONFERENCE

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Please feel free to ask any of these questions during the conference. You can add others that are important to you.  
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1. How does my child's work compare to your expectations for grade-level reading, writing, and math?
2. If my child's work is either below or above grade level, what strategies are you using to address his or her level? What strategies do you suggest I use at home?
3. May I please see examples of my child's schoolwork? May I see a sample of grade-level work so that I can make a comparison between the two?
4. Please describe my child's strengths and weaknesses in your class.
5. What are your expectations for academic and behavioral achievement for children in your class?
6. What strategies can I use at home to support my child's schoolwork?
7. What is the best way to communicate with you when I have questions or need help with my child's schoolwork?

# GETTING ORGANIZED AFTER THE PARENT-TEACHER CONFERENCE

- 1. Talk with your child about how the conference went.** Praise your child's strengths. Mention one or two areas in which your child can improve. End with a compliment to your child.
- 2. Decide together how you want to carry out any plan that you and your child have agreed upon with the teacher.**
- 3. Fill a folder or loose-leaf notebook with the following information about your child:**
  - Report cards
  - Samples of schoolwork
  - Notes from the teacher
  - Notes from phone conversations
  - Test scores
  - Conference notes
  - Copies of academic standards for the grade
  - School newsletters
- 4. Create a school calendar (or insert a calendar the school sends home) and include the following:**
  - School meetings
  - School holidays and in-service days
  - Important academic events
  - School social events
- 5. Check on your child's classwork and homework throughout elementary school.** Ask your child questions and have your child explain her or his reasoning. Continue to check your child's work periodically throughout middle school.
- 6. Continue to communicate with teachers about your child's progress throughout all years of schooling.** Don't be shy! You are your child's best advocate.
- 7. Read to or with your child each day through elementary school.** Share your favorite book recommendations and impressions of what you read with your child throughout middle school and high school.