



Parent Teacher Conference Checklist

BEFORE the conference:

- Talk to your child to find out how they feel about school and to surface any concerns or issues.
- Talk to relatives, mentors, school staff, etc. about their observations of your child.
- Review your child's grades, homework, and progress reports.
- Prepare a list of questions to ask the teacher.
- If meeting virtually, download or access online the video conferencing software needed.

DURING the conference:

- Be on time (or early) for the meeting.
- Ask the most important questions first.
- Share your thoughts and observations of your child with the teacher.
- Discuss any new learning or medical needs with your child's teacher, as well as any recent events that may affect your child.
- Ask for specific examples or clarification of anything you don't understand.
- Ask about ways you can support your child's education at home.
- End the meeting on time (other parents might be waiting).
- Don't forget to THANK the teacher for all he or she does for your child!

AFTER the conference:

- Talk to your child about how the meeting went - keep it positive, but mention any areas of concern.