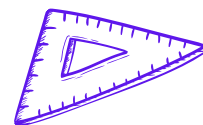
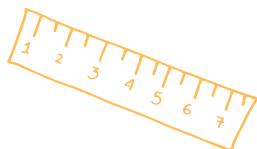




Parent Teacher Conference Checklist



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.
- ☐ Stay in touch with the teacher throughout the school year.