

Conference Notepad

The Conference Notepad is a tool to help you during your parent teacher conference. It is meant to assist you in identifying your questions/concerns prior to the meeting, and it will help you to organize important information you receive at the meeting.

A few things I want my child's teacher to know about my child (consider medical needs, after school activities, your child's thoughts on school).

1. _____
2. _____
3. _____
4. _____

Tips for before your meeting...

- Consider bringing someone to your meeting.
- Prepare questions.
- Silence your phone.

Asking questions is the key to having a successful parent teacher conference.

<i>How is my child doing in.....</i>	<i>What can I do at home to support my child's progress?</i>
<i>Math</i>	
<i>Language Arts</i>	
<i>Science</i>	
<i>Social Studies</i>	

Here are other important questions to consider:

1. *How is my child performing socially?*

2. *How is my child's behavior at school?*

Tips for during your meeting...

- Be positive.
- Listen carefully.
- Ask questions.

3. *When and how should we follow up on this meeting?*

4. *What is the best way to reach you if I have an issue or question?*

Before you leave your meeting...

- Make sure you have mentioned any changes in the home that may affect your child's performance.
- Have a plan to address concerns.
- Know the best way to contact your child's teacher.
- *Make sure your child's teacher knows the best way to contact you.*

When you get home...

- Talk to your child. Inform him/her what you learned and discuss how you will both work to enhance his/her school performance.