



START WITH SUCCESS

Tips for Parent Teacher Conferences

- ❖ When contacting a parent about meeting with you, briefly describe your concern and your desire to meet. Give the parent options for meeting times you can be available while encouraging the parent to meet as soon as possible.
- ❖ While it may seem considerate for you to agree to meet in a place outside the school that is convenient for the parent, do **not** suggest or agree to meet a parent outside of school without discussing it first with your administrator. It is important for you as a professional to conduct school-related business at the school.
- ❖ Check with your administrators to see what guidelines your school has for parent conferences and incorporate those guidelines into your planning.
- ❖ Prior to any parent conference, read through the Conference Preparation Checklist to make sure you are ready.
- ❖ During the conference, remember these actions described at the beginning segment under Family Communication that promote success in any communication with parents:

Begin and end on a positive note

Monitor yourself at all times for professionalism

Demonstrate listening as well as speaking skills

- ❖ Before the conference ends, thank the parent for taking the time to meet with you. Briefly summarize the conference and the steps that both you and the parent have agreed to take to resolve the situation. Express confidence that working together can achieve success in improving the educational experiences of the student. Then, set up a time in the near future when you will communicate with them on student progress either by telephone, email or mail.
- ❖ After the parent leaves, complete your notes about the conference for your files. Also, mark on your calendar when you promised to give an update to the parent regarding the situation. If you see immediate improvement or signs that the solutions worked out during the parent conference are making a positive difference, contact the parent to briefly convey that information. If the situation deteriorates, consult with your administrator about how to proceed.