



Parent-Teacher Conference Checklist

I. Conference Preparation

- Review your child's academic progress, including grades, test scores, and work samples.
- Prepare questions to discuss your child's learning style, interests, and challenges.
- Discuss your child's behavior in the classroom and at home.
- Share information about your family, culture, and language background.
- Identify ways you and the teacher can work together to support your child's education.

II. Conference Participation

- Arrive on time for your scheduled conference.
- Participate actively in the discussion.
- Listen attentively to the teacher's feedback and suggestions.
- Share your own insights and concerns.
- Collaborate with the teacher to create a plan for your child's success.

III. Conference Follow-up

- Implement the agreed-upon plan at home and in the classroom.
- Monitor your child's progress and provide ongoing support.
- Communicate with the teacher if you have any questions or concerns.