

Parent Teacher Conferences Checklist



Gathering Information: What information do you want to share with parents?

- ☐
- ☐
- ☐
- ☐

List 3-4 behavioral strengths the child has and limit the challenges to one behavior that can be used as an attainable goal.

Prepare Your Students

What do you do well?

What is hard for you?

What kind of help could you use to get better at...?

Discuss with each student what they see as their own strengths and challenges

Parent/Guardian Contact Information



Student Name:

Conferencing

- 1 Start with a positive greeting.
- 2 Praise positive gains the student has made.
- 3 Discuss what you and the student determined to be a challenge.
- 4 Ask the parent for their input.
- 5 End the conference on a positive note.

Stick to the plan you created with each student. Be sure to take notes during the conference to guide your future goals for the student. Follow the above structure for providing information and providing the parent an opportunity to have input.

Follow-Up



SEND A NOTE



EMAIL



PHONE CALL

Open, productive communication with parents should not begin at conferences, nor should it end there either. Make it a goal to reach out to parents with an update on the conference conversation.



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