

Parent-Teacher Conference Worksheet

Before the conference, mark the areas you feel your child is doing well in (✓) and the ones you think he might be having trouble with (✗). During the conference, go through this worksheet line by line with the teacher. Try to talk openly about each topic, and take notes on what you discuss.

Student Name:		Conference Date:		Teacher(s) in attendance:
Area to discuss	✓	✗	Notes/ways to help	
Homework				
Understands assignments	✓	✗		
Finishes on time	✓	✗		
Turns in completed work	✓	✗		
Class Participation				
Arrives prepared and on time	✓	✗		
Listens and follows directions	✓	✗		
Follows class rules	✓	✗		
Academics				
Makes progress in key areas	✓	✗		
Knows when to ask for help	✓	✗		
Doesn't give up too easily	✓	✗		
Social/Emotional				
Gets along with other students	✓	✗		
Gets along with the teacher	✓	✗		
Can handle frustration	✓	✗		

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It may be helpful to prioritize your questions ahead of time. You can review the questions below and add your own. Then use the left-hand column to number the questions in order of importance. That way you'll be sure to get to the high-priority questions, even if you don't have enough time to go over everything.

Priority	Questions to ask during the conference	Notes
	What major concepts or skills will you be focusing on this marking period?	
	Do you think my child has a good sense of what he does well and where he needs some help?	
	What system can we use to communicate more regularly?	
	Do you have any suggestions on what I can do at home to reinforce learning?	
	What kinds of standardized tests will my child take this year?	
	Is my child receiving any <u>instructional interventions</u> to help with math or reading?	
	Do you think now is the right time for me to <u>get a tutor</u> to help my child?	
	Do you think I should ask the school to <u>evaluate my child</u> for <u>special education</u> ?	
	Do you recommend I speak with anyone else at school about my child's progress?	
	When can I get the next update on how much progress my child is making?	

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If your child already has an <u>IEP</u> or a <u>504</u> plan:		
	Do you have a copy of my child's plan? Do you have any questions or concerns about it?	
	Is there anything not in the plan that would help my child be more successful in your class?	
	Do you think my child needs any new <u>classroom accommodations</u> or <u>testing accommodations</u> ?	
Use this space to write in your own questions		