

Parent-teacher conference worksheet

Before the conference, mark what you feel your child is doing well (✓) and what you think your child is having trouble with (✗). During the conference, go through this worksheet with the teacher. Talk about each topic, and take notes on what you discuss.

Student's 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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Review the questions below and add your own. Use the left-hand column to number the questions in order of importance. Start by asking the most important questions, since you may not have enough time for everything.

| Priority | Questions to ask during the conference | Notes |
|----------|---|-------|
| | What will my child be learning in the next two months? | |
| | My child has some strengths and some challenges. Do you think my child has a good sense of what they are? | |
| | How can we communicate more regularly? | |
| | What can I do at home to reinforce what my child is learning in school? | |
| | What kinds of standardized tests will my child take this year? | |
| | Is my child getting any specific help with math or reading? | |
| | Should I get a tutor get a tutor for my child? | |
| | Should I ask the school to evaluate my child? | |
| | Should I talk to anyone else at school about my child's progress? | |
| | When can I get an update on my child's progress? | |

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| Priority | Questions to ask during the conference | Notes |
|--|---|-------|
| If your child has an IEP or a 504 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 have a better experience in your class? | |
| | Does my child need any new accommodations in class or on tests? | |
| Use this space to write your own questions | | |
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