

## Guidelines for a successful Parent-Teacher Meeting



- Be on time! You'll only have 15-20 minutes to cover lots of ground.
- What is the most important thing you have to discuss with the teacher? Think ahead of what you want to discuss and what you want to ask questions about - writing things down in advance always helps. Tell the teacher at the beginning of the conference – "After you tell me about Mary's work, I have 2 areas I would like to discuss at our parent conference". This will let the teacher know that you have some questions too.
- Try to approach the teacher in the spirit of partnership, which includes you, the teacher, and the student.
- If your student is old enough, consider having them participate in the meeting, to encourage and foster their recognition that they are responsible for their learning as well.
- If you have a particular concern about certain work, bring an example of the work with you to the meeting.
- Keep an open mind and allow the teacher to finish their thoughts.
- Try not use language that is accusing - (...you always...,...you never...,...my child is bored...) Recognize that the teacher has a large classroom and a large load to carry. This does not mean, however, that your child doesn't deserve to be helped to make at least one year's worth of growth.
- It is your right as a parent, to expect your child to make a year's growth in all subjects. It is very important that you discuss your concerns with the teacher first. If this does not seem successful at first, try again. Involve the principal, if necessary, after the second attempt. Other resources and options exist if you do not feel that you are making progress with the teacher or the principal, but you must try to communicate with them first before trying the other options.
- Plan a timeline with follow-up steps for each stakeholder – teacher, parent, and student. The rubric (grid) on the front of this flyer is very helpful for planning things out!
- Be sure to thank the teacher for their time and attention.
- Don't assume that the end of the conference is the end of a problematic issue. Stay engaged and continue to communicate. Do your part of the items you may have discussed in your meeting. Don't forget to follow up as agreed.
- Remind your child regularly of their responsibilities as part of their education and the agreements he/she has made with the teacher and you.

Parent Involvement Opportunities: Go to: [www.sandi.net/parents](http://www.sandi.net/parents)

Click the "Get Involved" tab on the right side of the screen to find out about:

- Cluster Committees
- PTA
- Volunteer Opportunities
- District Advisory Council for Compensatory Education
- Community Advisory Committee for Special Education
- District English Learner Advisory Committee
- GATE District Advisory Committee

Date:

Student:

Parent:

Teacher:

Purpose: This document is designed to assist the team document the details, customized goals, structures, environment and activities to meet the education needs of the student.

<b>Assessment:</b> (What is the current area of concern?)	
<b>Observation</b> (How is the child performing in class?)	
<b>Performance Benchmark</b> (What tools will assess progress?)	
<b>Social Adjustment :</b> (Are there social/emotional needs or concerns?)	
<b>Areas of Strength</b>	
<b>Areas of Challenge</b>	
<b>Level of Progress</b> (Are things getting better?)	
<b>Next Steps:</b> (As concrete and specific as possible)	

<b>Parent:</b> _____	<b>Teacher:</b> _____	<b>Student:</b> _____
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<b>Next Evaluation Date:</b> _____
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Notes: