

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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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		