

Parent-Teacher Conference Individual Student Check List

(Here are a few suggestions for discussing individual students' achievements, abilities and concerns.)



- Greet the parent(s) and express your pleasure in their attendance at the conference.
- Tell the parent(s) how much you enjoy having their child in class and give an example.
- Show several samples of the student's work covering various areas of the curriculum.
- Thoroughly discuss the student's report card, ask for questions and comments and give the parent(s) a copy to take home.
- Supply the parents with a copy of your school's manuscript or cursive alphabet.
- Give parent(s) a list of suggestions outlining how they can help the child at home.
- Explain your discipline policy and homework procedures.
- Provide documentation of the student's absences.
- Have handy a copy of each text or reading book you may wish to discuss.
- Discuss any problems concerning the student's relationship with others, work habits, motivation and attitude.
- Discuss any health concerns such as sight problems, nutrition, need for adequate sleep, etc.
- Ask parents to write a brief, positive note to their child that can be left in his or her desk and found the next day.
- End the conference on a positive note by summarizing the highlights of the meeting and thanking the parents for coming and being involved in their child's school experience.