

Ten Tips for a Successful Parent-Teacher Conference

- 1) Ask your child if there is anything that he would like you to discuss with the teacher.
- 2) Jot down everything that you want to talk about at the conference.
- 3) Arrive promptly or a few minutes early.
- 4) Begin with positive comments about the teacher or classroom.
- 5) Avoid lengthy discussions of topics that are not related to the purpose of the conference.
- 6) Be open-minded to suggestions from the teacher.
- 7) Keep your emotions under control.
- 8) Take notes about what has been discussed to share with your child.
- 9) Express appreciation for the conference.
- 10) Do not stay beyond your allotted time, to allow other parents/guardians the opportunity to meet with the teacher.