Parent/Teacher Conferences

Working together to support the social and academic growth of students
Parent/Teacher Conferences

- Building Relationships
- Tips for Conferences
- Resources
Building Parent Relationships

• It is helpful to contact parents early in the year.

• Let parents know that you see them as an essential partner in their child's education.

• Your first conversation with parents should be positive.
Building Parent Relationships (cont.)

• Create a welcoming atmosphere in your classroom.

• Provide ongoing feedback regarding student progress.

• Let parents know that your learning environment is based on positive expectations, ongoing support, mutual respect and open communication.
Building Parent Relationships (Cont.)

• Document and proofread all communication to parents. If your strength is not grammar ask a colleague to help you edit.

• Remember to keep conversations confidential.

• Solicit the parent’s support and celebrate their child’s successes with them.
Parent/Teacher Conference Tips

Help your mentee:

• Pre-plan and think about the focus of parent conferences

• Be prepared with positive comments, academic strengths and concerns

• Use data, student work and assessments to inform parents
Parent/Teacher Conference Tips (Cont.)

- Be specific, stick to the facts and give concrete examples

- Express care and concern.

- Solicit parent input about student.

- Discuss follow up plans and next steps.
Parent/Teacher Conference Tips (Cont.)

• Body language cues are very important; smile, nod, make eye contact.

• Thank the parent for coming to the conference.

• Refer to the planning sheet in the resource section.
When working with a translator to speakers of other languages

• Remember that your conversation is with the parents, not the translator. Maintain eye contact and positive body language with the parents since your tone of voice, gesture, and demeanor will come across.

• During the conference, avoid the use of educational jargon and acronyms as much as possible and give information in small chunks to allow for translation.
When you share data with the parent, be specific about how the student’s data was collected, what it means about the student’s progress, and how it will be used in the future.

• Recognize that parents may have experienced schooling in a different educational system, and take the opportunity to respectfully help parents understand the US system.
Working together with your students’ parents will make a difference in the life of a child.
Sample Parent/Teacher Conference Planning Form

click parent teacher conference planning form.docx
References

• Standards Based Progress Report
• Educational Leader
  http://www.educationalleader.com/subtopicread.php?subtopicid=337&contype=read&page=1&menu=1
• Denver Public Schools Parent Guide  http://parentguide.dpsk12.org/
• How To Communicate with Parents, Kurt Schwengel: eHow Contributing Writer
• 27 Tips for Parent Conferences 2010 Inspiring Teachers Publishing Inc.
  http://www.inspiringteachers.com/classroom_resources/tips/parent_communication/parent_conferences.html
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