

## Preparing for Parent-Teacher Conferences

To ensure a happy parent coming into the conference, do the following from day one.

- ☐ Communicate frequently but not excessively with the parent or guardian. Have contact information within the first week of school. Remember that an informed parent is a happy parent.
- ☐ Keep students happy by engaging them to learn in a fun, safe environment. That's what it's all about, anyway! Remember that a happy child equals a happy parent.

Do the following during the conference.

- ☐ Keep the focus on the actual report card to a minimum.
- ☐ Keep the focus on the student's progress to a maximum.
- ☐ Celebrate the student.
- ☐ Show samples of the student's work—especially writing samples. They are guaranteed to melt hearts.
- ☐ Be open and truthful about the student's academic and behavioral progress, both positive and negative. If improvements are needed, say what steps you will take and the steps the parent can take to make this happen.
- ☐ Avoid pedagogical terms or acronyms. Use plain language to communicate educational terms. Remember kinderease? This is parentese.
- ☐ Make your room accessible to the parent. Give a quick tour and show where the child sits, where the cubby is, and so on.
- ☐ Do your best to be relaxed. A relaxed teacher equals a relaxed parent (most of the time).
- ☐ Remember that you can do all of this in the allotted time!