



North Carolina Parent Information and Resource Center Parent Partners E-PIC October 2007

Research has shown that parental involvement is the most important factor in a student's success in school. Here are some suggestions on how to get the most from your Parent-Teacher Conferences as well as to increase parental involvement.

Schedule conferences and notify parents:

- Send home personal letters to notify parents of conference dates. Outline an agenda and emphasize the importance of the conference to their children's education.
- Schedule conferences for students who have siblings in the same school first and coordinate conference times with the siblings' teachers.
- Base the length of the conferences on the needs of the students. If necessary, schedule two consecutive periods with parents you suspect might require more time.
- Send home personal invitations to the conferences and ask parents to RSVP by a specific date.
- Send home the *Positive Conference Sheet* (see attachment) and ask for parents to fill out and bring with them to the conference.
- Telephone parents who do not respond and encourage them to attend.
- Send home reminders one week before the conferences.
- Contact parents who do not show up and try to reschedule.

At the Conference:

- Welcome parents at the door and thank them for coming.
- Establish rapport by sharing an anecdote about the student or by inquiring about an activity the student takes part in outside school.
- Mention the student's strengths first.
- Briefly discuss the student's progress in each subject area and show examples of the student's work.
- Briefly discuss the student's behavior, work habits, and social skills.
- Devote half the conference to the parents' concerns. Invite parents to share their thoughts and suggestions about the student and encourage them to ask additional questions about their child's progress.
- Set two or three immediate goals for the student and work with the parents to create a plan for meeting those goals.
- Arrange for a follow-up phone call or meeting and let parents know how they can reach you if problems arise.
- Complete the *Parent-Teacher Conference Report* (see attachment) and ask parents to sign it. As soon as possible, make a copy of the report and mail it to the parents.
- Review the highlights of the conference and end on a positive note.
- Take a few minutes to make personal notes about the conference. If you agreed to follow up on a particular issue, note it on your calendar.

Parent-Teacher Conference Record

Student: _____ Date: _____

Items discussed

Actions to be taken

Signed by

Teacher: _____ Date: _____

Parent: _____ Date: _____

