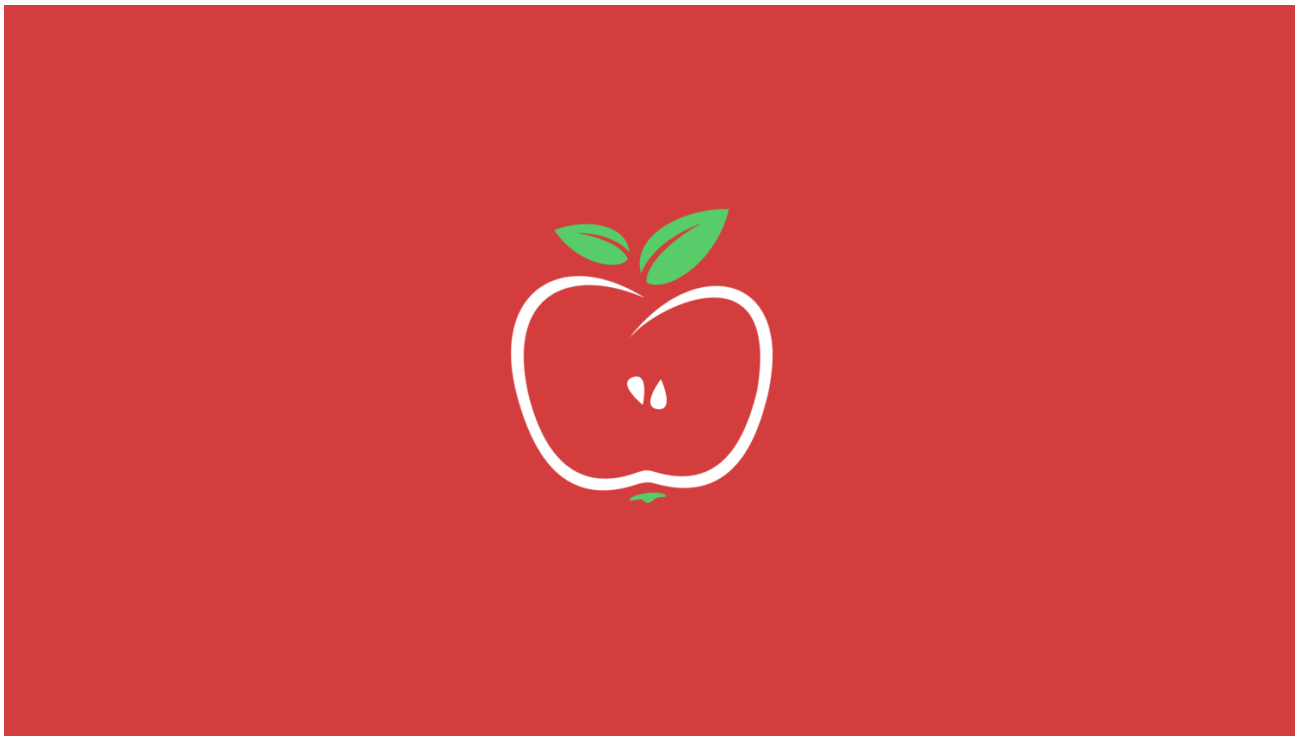
The Preschool Parent-Teacher Conference Checklist for Teachers

Follow these procedures to help you prepare and to get organized for your preschool parent-teacher conferences.



- [ ] Send a personal letter or note to each parent to confirm the day, time, and place of the conference or have a parent sign up in class
- [ ] Inform parents ahead of time about the purpose of the conference. Make sure they have a few weeks to review child's school assessment
- [ ] Gather file folders, portfolios, journals of each student's work and make sure child has some type of artwork displayed in the classroom for parents to view
- [ ] Be sure your schedule is coordinated with other teachers in the school. Many parents will have more than one child in school and need sufficient time with each teacher
- [ ] Review child's assessment or notes regarding student's behavior, academic progress, and interactions with peers.
- [ ] Establish no more than two or three concerns or issues. Buffer with a positive statements in between
- [ ] Clarify ahead of time who, exactly, will be attending each conference.
- [ ] Invite parents to bring a list of questions, issues, or concerns
- [ ] Establish a waiting area outside your classroom for confidentiality reasons
- [ ] Find a comfortable area to meet with parents, not behind a teacher's desk
- [ ] Greet parents in a positive manner with a smile and a handshake
- [ ] Provide parents with specific academic information
- [ ] Invite and obtain additional information from parents

- [ ] Listen carefully to parents. If you're nervous, you will tend to “take over” the conversation—by as much as 90 percent. Try for a 50-50 balance
- [ ] When talking to parents, always remember: show, don't tell. Provide specific examples of a student's work or behavior rather than labels or adjectives
- [ ] Combine your perceptions and their observations into a workable plan of action. Ask for parent ideas, and use those ideas in addressing challenging situation
- [ ] Let parents know that you are always available for follow-up (phone calls, personal meetings, etc.)
- [ ] Save a few minutes after each conference to jot down a couple notes
- [ ] Plan for some “decompression time” between conferences. You need time to gather your thoughts, regroup, and get ready for the next conference

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