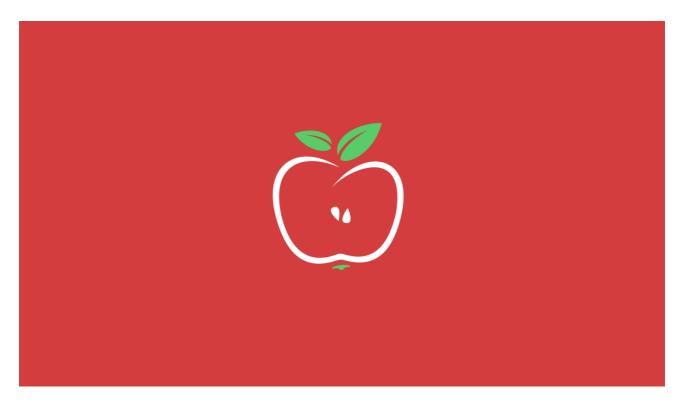
The Preschool Parent-Teacher Conference Checklist for Teachers

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 Make and Share Free Checklists
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