



Guidelines for a Successful Parent-Teacher Meeting

- Be on time! You'll only have 15-20 minutes to cover lots of ground.
- Think ahead of what you want to discuss and ask questions about, writing things down in advance always helps.
- Try to approach the teacher in the spirit of partnership, which includes you, the teacher, AND the student.
- If your student is old enough, consider having them participate in the meeting, to encourage and foster their recognition that they are responsible for their learning as well.
- If you have a particular concern about certain work, bring an example of the work with you to the meeting.
- Keep an open mind and allow the teacher to finish their thoughts.
- Try not to use language that is accusing – (...you always..., ...you never..., ...my child is bored...) Recognize that the teacher has a large classroom and a large load to carry. This does NOT mean, however, that your child doesn't deserve to be helped to make at least one year's worth of growth.
- Plan a timeline with follow-up steps for each stakeholder – teacher, parent, and student. The rubric (guide) on the back of this flyer is very helpful for planning things out.
- Be sure to thank the teacher for their time and attention.
- Don't assume that the end of the conference is the end of a problematic issues. Stay engaged and continue to communicate. Do your part of the item you may have discussed in your meeting. Don't forget to follow up as agreed.
- Remind your child regularly of their responsibilities as part of their education and the agreement with the teacher and you.

Parent Involvement Opportunities:

<http://sdusdfamilies.org/documentation/>