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Parent/Teacher Conferences



Pre-Conference Questionnaire

Parent conferences can be a stressful time, especially if the teacher is unsure what to expect from an individual conference. One way to keep the parent focused, help the teacher prepare, and ward off unexpected questions is to have a pre-conference questionnaire. (See page 69 for a sample.) The questionnaire should be sent home about two weeks prior to the conference date and sent back to the teacher a week before the conference date. This will give the teacher enough time to prepare and gather information needed to answer questions thoroughly.

✓ **Tip:** Have the sheet at the conference to refer back to. It will help refresh the parents' memory of issues they mentioned.

Student Questionnaire

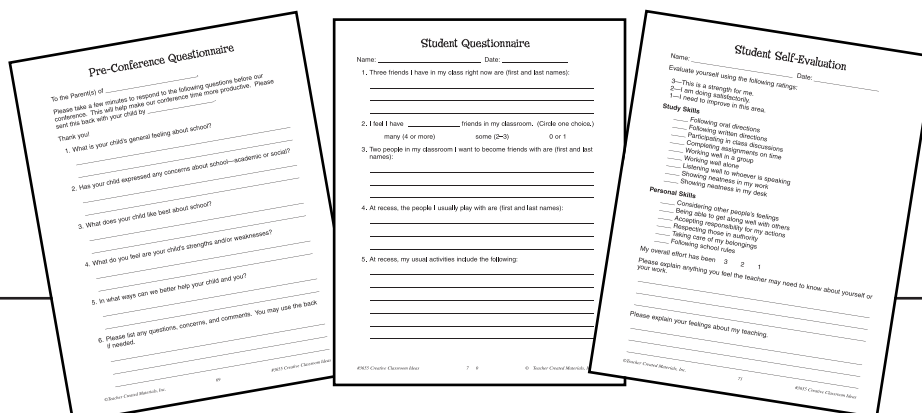
Parents are usually very interested in their child's social life at school. They may wonder, "Does my child fit in? Does my child have a friend to play with or be a partner with? What does my child do at recess?" In order to accurately answer these questions and other social questions, it is helpful to go directly to the child for the answer.

A week before conferences, ask the students to fill out the questionnaire as truthfully and accurately as they can. (See page 70 for a sample.) Tell them this is confidential and should not be discussed with anyone. This will help avoid hurt feelings and will promote honest answers.

Student Self-Evaluation

One additional form to have filled out for conferences is a student self-evaluation sheet. (See page 71.) This will give the teacher and the parents insight on how the student views himself or herself. This will also promote discussion between the teacher and the student about specific areas. For example, if a student scores himself inappropriately high or particularly low on a certain question, that is the time to discuss it.

Bring this sheet to the conference and review it together. Since the teacher has already clarified with the child any extreme scoring, the teacher will be able to now explain it to the parents. By using these sheets, the teacher will not only be very prepared, but will appear competent. Having insight to a child will promote trust between the teacher and the parents.



Pre-Conference Questionnaire

To the Parent(s) of _____,

Please take a few minutes to respond to the following questions before our conference. This will help make our conference time more productive. Please send this back with your child by _____.

Thank you!

1. What is your child's general feeling about school?

2. Has your child expressed any concerns about school—academic or social?

3. What does your child like best about school?

4. What do you feel are your child's strengths and/or weaknesses?

5. In what ways can we better help your child and you?

6. Please list any questions, concerns, and comments. You may use the back if needed.
