



Parent -Teacher Conference Checklist

- Confirm your appointment time
- Bring an empty folder for handouts
- Arrive early to find valid parking
- Eat snacks/water before/after not during
- Put away phone - tell time with a watch
- Correctly pronounce each teacher's name
- Clean out student's cubby, desk or locker
- Have 2-3 questions for each teacher
- Be sure you can access the parent portal
- Say hello to someone you don't know
- Send a thank you email to teacher(s)
- Reward/celebrate improvements
- Create an action plan for concerns