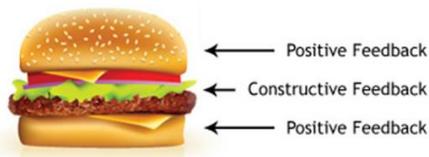


## Parent-Teacher Conference Tips for Teachers

Parent-Teacher Conferences offer a great time for teachers and caregivers to strengthen relationships to best support each and every student. As helpful as these meetings are to work with student's caregivers, they can also be a stressful time as an educator. Below are some helpful tips and tricks to fully address each child's **academic strengths/concerns, social and emotional development,** and the **overall development** of each individual student.

1. Caregivers might be anxious or fearful coming to meetings, so to lessen the stress they might be feeling, greet them warmly at the door. Create an inviting and safe environment for all in attendance by planning to make arrangements for caregivers to sit somewhere comfortable and appropriate.
2. A good way to prepare for meeting with parents is to have an outline for every meeting. For example, for a 10 minute meeting maybe dedicate 2 minutes to opening conversation, 3 minutes to report on academic progress and concerns, 3 minutes for social/emotional progress and concerns, and 2 minutes to wrap up/questions. \*Remember not all conferences may be able to follow this pattern, go with the flow and address any urgent issues the caregivers might bring.
3. Offer conversation starters for caregivers, such as, "What did your student like about last school year?", "What does your student enjoy doing in their free time or at home?", or "What are some things you would like to see your student accomplish this school year?" Caregivers are the expert on their child and can share lots of valuable information. Seek their suggestions and input.
  - a. Ask the caregivers for guidance and suggestions on dealing with their child's behaviors. Suggestions include, "What works at home for your student?", "What doesn't seem to be helpful at home?", and "How can I implement that technique in my classroom?"
4. Offer feedback in a positive, constructive manner. Highlight the student's positive strengths before and after discussing their struggles and areas for improvement. One way to do this is the "Praise Sandwich"!



5. Lastly, set goals and review how the caregivers can help in their child's educational journey. Set plans for follow-through on both your end and the caregivers.

\*Remember, this is a time to work as a team with each caregiver to best educate each and every student. You've got this!\*

