

Date: _____ Student: _____

Parent: _____ Teacher: _____

Purpose: This document is designed to assist the team document the details, customize goals, structures, environment, and activities to meet the educational needs of the student.

Discussion of Grades	
Have you seen changes/improvements since the beginning of the year? If so, what?	
What kinds of formative (on the spot) assessments are done? (Daily/weekly/monthly?)	
What are my child's area(s) of strengths?	
What are my child's area(s) of weaknesses?	
How do you use my child's strengths to improve upon his weaknesses?	
How are you addressing the needs of my child at the level he/she is?	
What kinds of triggers does he/she respond to (positive or negative)? Academic vs. Emotional	
What do you think motivates my child?	
How can I help you help my child?	
Next evaluation/follow-up date:	



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/>