

Tips for Staff Members

Before the Conference:

- Prepare a brief goal for the meeting: What exactly do you want to communicate in the time you have?
- Gather anecdotal notes, screening or assessment results, work samples, and other documentation. Be prepared to talk about concrete evidence and accomplishments. Put post-it notes on the pieces of information you want to share.
- Prepare positive information to share about the child.

During the Conference:

- Approach the family with a positive attitude. You are partners and allies for the child.
- Open and close with positive information about the child.
- Ask the parent to share about their child's progress and feelings. Ask about the child's interests outside of school.
- Provide an opportunity for the family to ask questions.
- Remain focused on the child.
- Give contact information and make a plan for following-up.
- Thank the family for coming to the meeting.

After the Conference:

- Follow-up with the family as planned.
- Talk to the child about any plans you made with the family.
- Keep in touch after the meeting.

Adapted from Tips for Parent-Teacher Conference by Colorin Colorado. Available from: http://www.colorincolorado.org/pdfs/tips/parent-tips_conferences_english.pdf

Tips for Families

Before the Conference:

- Ask your child how he or she feels about the classroom or program.
- Ask your child if there is anything he or she wants you to talk about at the meeting.
- Make a list of things you would like to talk about.
- Prepare a list of questions: Does my child participate? Does my child seem happy? What can I do at home to help?

During the Conference:

- Be on time or early, and finish on time.
- Relax and stay calm.
- Ask your questions.
- Thank the teacher or staff member.

After the Conference:

- Talk to your child about the conference.
- Tell your child about any plans you made with the teacher or staff member.
- Keep in touch after the meeting.

Adapted from Tips for Parent-Teacher Conference by Colorin Colorado. Available from:
http://www.colorincolorado.org/pdfs/tips/parent-tips_conferences_english.pdf