



## **Tips to Help Parents Prepare for a Parent / Teacher Conference**

### **Before the Meeting:**

1. Create a list of concerns and issues you would like to discuss with your child's teacher. If you have a long list, prioritize your concerns.
2. Create a list of proposed solutions that could address your concerns and issues.
3. If you have questions about your child's IEP, bring a copy of the IEP to the meeting.
4. Prepare to adopt a team work approach to solving issues. Parents and teachers want what is best for your child. Working together as a team helps to ensure success for your child.

### **During the Meeting:**

1. Take notes during the meeting. Be sure to include the date and names of participants in the meeting.
2. Try to discuss only the top 2-4 concerns at the first meeting. Other concerns can be addressed at future meetings
3. After briefly presenting your concerns to the teacher, discuss possible solutions. The majority of the meeting time should be spent on solutions, rather than concerns.
4. If you have concerns, about your child's IEP, ask the teacher specific questions, such as:

“describe how you teach this objective”  
“describe the level of support you provide during periods of transition”  
“describe what a typical day looks like for my child”  
“show me the data you have collected regarding my child's behavior”  
“show me how you accommodate \_\_\_\_\_ for my child”

5. Plan to spend a few minutes talking about techniques the teacher utilizes that work well for your child. This will help your child's teacher know that those techniques are effective and should be continued. Some of the techniques may be able to be used at home.

### **After the Meeting:**

1. If needed, leave the meeting with a written plan of action by the teacher (or the plan may be sent in the mail to you). The plan should include due dates and persons responsible for each item written on the plan.
2. If needed, continue to request short parent/teacher conferences until all of your concerns have been addressed.
3. If you have already discussed your concerns with your child's teacher, but do not believe the issues have been adequately addressed, request a meeting with the school's administrator (assistant principal or principal) and your child's teacher.