

Parent-Teacher Conference Checklist

Make the most of a short conference with focused questions and follow-up.

BEFORE

- ☐ Ask your child how school is going
- ☐ Note your top 2–3 questions
- ☐ Review recent grades & work
- ☐ Jot down any concerns to raise

QUESTIONS TO ASK

- ☐ Is my child on grade level?
- ☐ How are they doing socially?
- ☐ What are their strengths & struggles?
- ☐ How can we help at home?
- ☐ How should we stay in touch?

DURING

- ☐ Take notes
- ☐ Ask for specifics & examples
- ☐ Agree on next steps together
- ☐ Be honest about what's happening at home

AFTER

- ☐ Share the plan with your child
- ☐ Follow through on agreed steps
- ☐ Keep in touch with the teacher
- ☐ Schedule a check-in if needed