

Parent-Teacher Conferences: A Tip Sheet for Parents

As a parent, you are your child's first and most important teacher. You and your child's school have something in common: you both want your child to learn and do well. When parents and teachers talk to each other, each person can share essential information about your child's talents and needs. Each person can also learn something new about how to help your child. Parent-teacher conferences are a fantastic way to start talking to your child's teachers. This tip sheet suggests ways that you can make the most of parent-teacher conferences so that everyone wins, especially your child.

What should you expect?

- **A two-way conversation.** Like all good conversations, parent-teacher conferences are best when both people talk and listen. The conference is a time for you to learn about your child's progress in school: Ask to see data about your child's attendance, grades, and test scores. Find out whether your child is meeting school expectations and academic standards.
- **Emphasis on learning.** Good parent-teacher conferences focus on how well the child is doing in school. They also talk about how the child can do even better.
- **Opportunities and challenges.** Just like you, teachers want your child to succeed. You will probably hear positive feedback about your child's progress and areas for improvement.

What should you talk to the teacher about?

- **Progress.** Find out how your child is doing by asking questions like: Is my child performing at grade level? How is he/she doing compared to the rest of the class?
- **Assignments and assessments.** Ask to see examples of your child's work. Ask how the teacher gives grades.
- **Your thoughts about your child.** Tell the teacher what you think your child is good at. Explain what he or she needs more help with.
- **Support learning at home.** Ask what you can do at home to help your child learn.

How should you follow up?

- **Make a plan.** Write down the things that you and the teacher will each do to support your child. You can do this during the conference or after. Write down what you will do, when, and how often. Make plans to check in with the teacher in the coming months.
- **Schedule another time to talk.** Communication should go both ways. Ask how you can contact the teacher. And don't forget to ask how the teacher will contact you too. Be sure to schedule at least one more time to talk in the next few months.
- **Talk to your child.** The parent-teacher conference is all about your child, so don't forget to include him or her. Share with your child what you learned. Show him or her how you will help with learning at home. Ask for his or her suggestions.

Checklist: Before the Conference

- ✓ Schedule a time to meet.
- ✓ Review your child's work, grades, and progress reports.
- ✓ Make a list of questions to ask during the conference.
- ✓ Think about ways you would like to be involved in your child's learning so that you can discuss them with the teacher.

Be Heard

Keep these principles in mind for a great parent-teacher conference.

Best intentions assumed
Emphasis on learning
Home-school collaboration
Examples and evidence
Active Listening
Respect for all
Dedication to follow-up

Resources:

Parent-Teacher Conference Tip Sheets

<http://tinyurl.com/y4eagwqr>

Questions to Ask

<http://tinyurl.com/qxnz7hu>

**Title I, Part A Parent and Family
Engagement Statewide Initiative**
at Region 16 Education Service Center

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www.t1pfe@esc16.net



Harvard Family Research Project: Harvard
Graduate School of Education, www.hfrp.org

<http://tinyurl.com/y5bpzf4j>

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Conferencias de Padres y Maestros: Una Hoja de Consejos Para los Padres

Como padre, usted es el primer y más importante maestro de su hijo. Usted y la escuela de su hijo tienen algo en común: ambos quieren que su hijo aprenda y lo haga bien. Cuando los padres y los maestros hablan entre sí, cada persona puede compartir información importante sobre los talentos y necesidades de su hijo. Cada persona también puede aprender algo nuevo sobre cómo ayudar a su hijo. Las conferencias de padres y maestros son una excelente manera de empezar a hablar con los maestros de su hijo. Esta hoja de sugerencias sugiere formas de aprovechar al máximo las conferencias de padres y maestros para que todo el mundo gane, especialmente a su hijo.

¿Qué debería esperar?

- Una conversación en dos sentidos. Como todas las buenas conversaciones, las conferencias de padres y maestros son mejores cuando las dos personas hablan y escuchan. La conferencia es un tiempo para que usted aprenda sobre el progreso de su hijo en la escuela. Pida ver la fecha sobre la asistencia de su hijo, calificaciones y resultados de exámenes. Averigüe si su hijo está cumpliendo con las expectativas de la escuela y los estándares académicos.
- Énfasis en el aprendizaje. Las buenas reuniones de padres y maestros se enfocan en lo bien que el niño está haciendo en la escuela. También hablan de cómo el niño puede hacer aún mejor.
- Oportunidades y desafíos. Al igual que usted, los maestros quieren que su hijo tenga éxito. Es probable que escuche comentarios positivos sobre el progreso de su hijo y áreas de mejora.

Lista de verificación antes de la conferencia

- ./ Programe un horario para reunirse.
- ./ Revise el trabajo de su hijo, calificaciones e informes de progreso.
- ./ Hacer una lista de preguntas a hacer durante la conferencia
- ./ Piense en cómo le gustaría estar involucrado en el aprendizaje de su hijo para que pueda hablar con el maestro

Ser escuchado

Mantenga estos principios en mente para una conferencia de padres y maestros.

- Mejores intenciones asumidas
- Énfasis en el aprendizaje
- Colaboración entre el hogar y la escuela
- Ejemplos y pruebas
- Escuche activamente
- Respeto por todos
- Dedicación al seguimiento

¿Qué debe hablar con el maestro?

- Progreso. Averigüe que su hijo lo hace haciendo preguntas como: ¿Está mi hijo realizando a nivel de grado? ¿Cómo está haciendo él / ella en comparación con el resto de la clase?
- Asignaciones y evaluaciones. Pida ver ejemplos del trabajo de su niño. Pregunte cómo el maestro da calificaciones.
- Sus pensamientos sobre su hijo. Dígale a la maestra en qué cree que su hijo es bueno. Explique con qué más necesita ayuda
- Apoyar el aprendizaje en casa. Pregunte qué puede hacer en casa para ayudar a su hijo a aprender.

Recursos:

Hoja de consejos para Conferencias de Padres y Maestros - <http://tinyurl.com/y4eagwqr>

Hacer Estas Preguntas - <http://tinyurl.com/gxnx7hu>

¿Cómo debe seguir?

- Hacer un plan. Anote las cosas que usted y el maestro harán cada uno para apoyar a su hijo. Puede hacerlo durante la conferencia o después. Escriba lo que va a hacer, cuándo y con qué frecuencia. Haga planes para registrarse con el maestro en los próximos meses.
- Hable con su hijo. La conferencia de padres y maestros tiene que ver con su hijo, así que no olvide incluirlo. Comparta con su niño lo que aprendió. Muéstrelle cómo le ayudará a aprender en casa. Pida sus sugerencias.

Iniciativa de La Conexión de Compromiso Del Padre y La Familia

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Harvard Family Research Project: Harvard Graduate School of Education, www.hfrp.harvard.edu

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