

Parent-Teacher Conference



Collaborating for Success

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Good News about America's
Public Schools
Kentucky November 2003



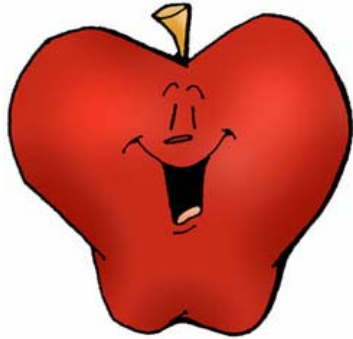
Parents Need to Be More Involved:

*Parents in Kentucky need to be more involved in their children's education. In Kentucky, just 72% of 4th grade parents and just 31% of 8th grade parents participate in **parent-teacher conferences** -one of the lowest levels of participation in the country.*





Important
Steps
to
Include



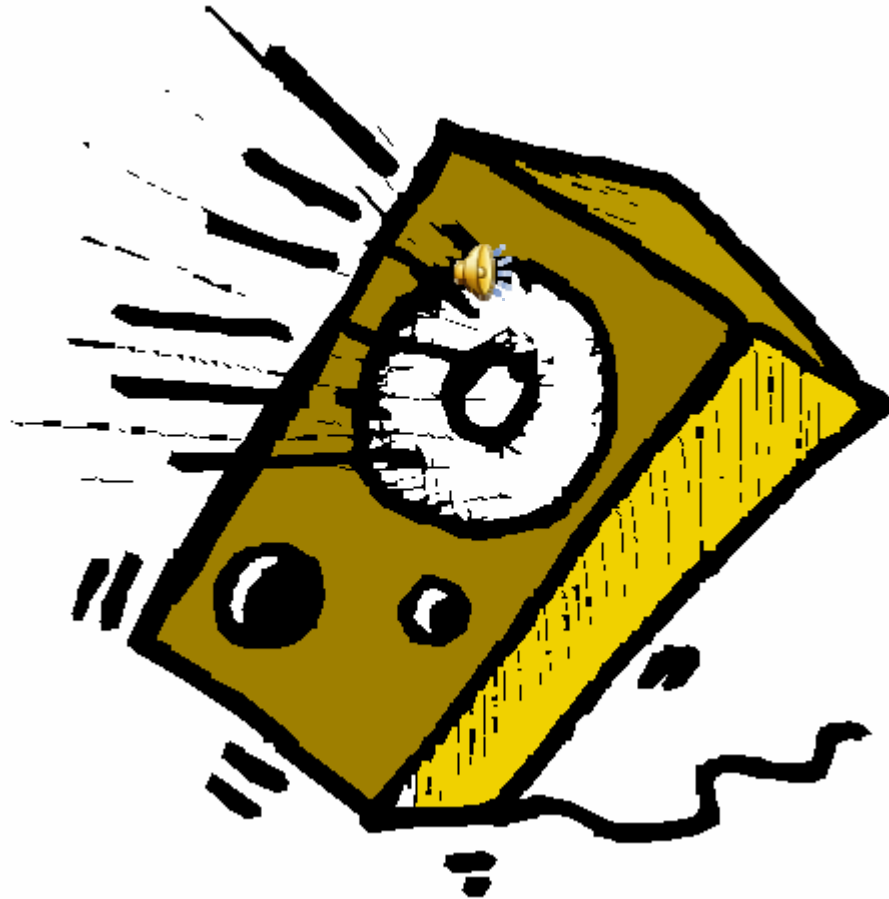
The SETTING



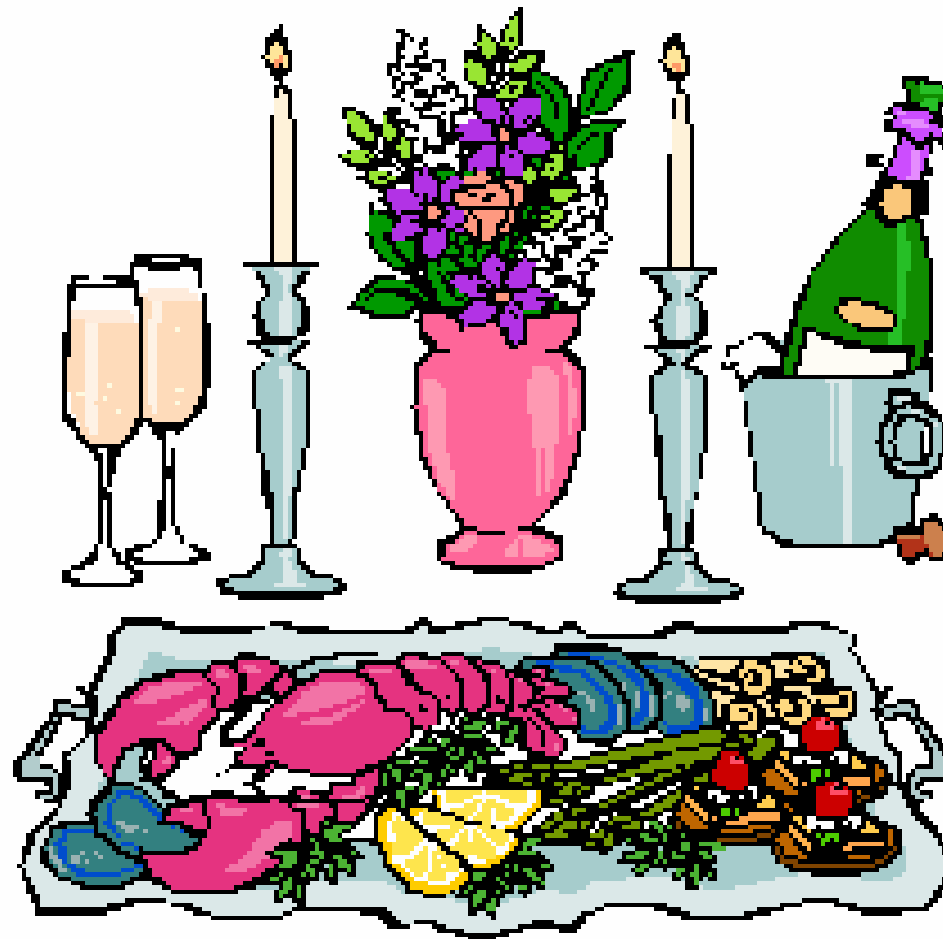


Make the conference area as comfortable as possible.

Soft, background music



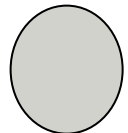
Provide Light Refreshments

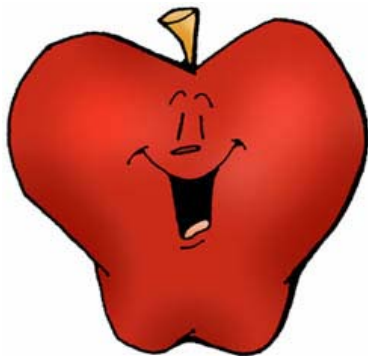






**CONFERENCE
E
IN
PROGRESS**





**MEET and GREET
them
at the door.**








Use ADULT size
CHAIRS
facing each other.



Provide PAPER
and PENS so that
parents can take
notes.

Provide materials that parents can take home:

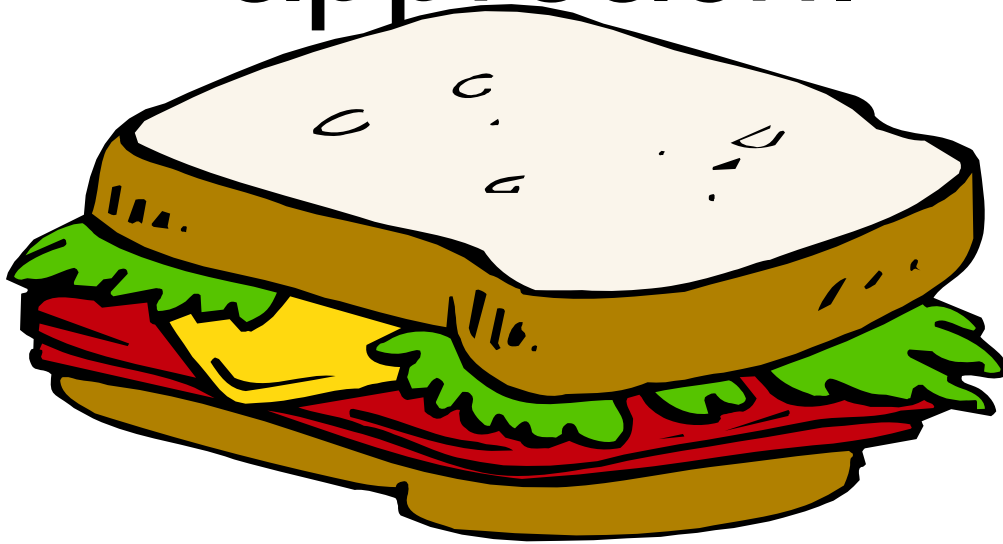
-  Information on homework
-  Newsletters
-  Suggestions for how to help children at home and at school
-  Upcoming schools activities
-  Invitations to join parent group meetings



The CONFERENCE

BE PREPARED

Take the sandwich approach.



Begin with something positive.

**Work your way into what needs
to be improved upon.**

Finish with something positive.



LISTEN

to what parents
have to say.



Above all, thank them for taking time to come and meet with you on the day of the conference.



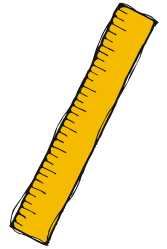
Be prepared with notes on the child and put them into two categories:



GLOWS

&

GROWS



This will help you focus on the student's strengths and needs both academically and behaviorally.

When you communicate with parents throughout the year, there will be no surprises.



REMEMBER....

You are the expert!

