



Conducting Effective Conferences

Successful parent conferences are an essential part of getting and keeping parent support. A regularly scheduled conference can be a pleasant, informative and productive meeting for both parent and teacher. Conferences with parents must be held a minimum of twice per year. However, additional conferences may be scheduled at the request of the teacher, parent, or administrator. Complete a Parent/Teacher Conference Report before meeting with the parent. This enables you to conduct a structured conference by planning in advance topics for discussion.

Guidelines

- Send home a conference invitation explaining the purpose of the conference.
- Offer parents flexible time choices.
- Ask parents to inform you of topics they would like to discuss during the conference.
- Have examples of the student's classwork available for the parent to peruse.
- Open the conference with a positive statement about the student.
- Discuss the student's academic and behavioral strengths and weaknesses.
- Get parental input on the child's academic and behavioral performance.
- Close the conference on a positive, optimistic note.

An example of a conference record is provided.

RESOURCES:

Planning for Parent Conferences

<http://content.scholastic.com/browse/article.jsp?id=4194>

Parent Teacher Conference

http://www.online-distance-learning-education.com/article_info.php/articles_id/30

Dealing with difficult parents and with parents in difficult situations.

Todd Whitaker, Douglas J. Fiore

How to deal with parents who are angry, troubled, afraid, or just plain crazy.

Elaine K. McEwan