

**Ohio PIRC**  
**Parent Information and Resource Center**  
Columbus Urban League  
788 Mount Vernon Avenue  
Columbus, Ohio 43203  
(614) 372-2320  
1-866-253-1829

**Columbus Public School Sites:**

**Linmoor Middle School**  
2001 Hamilton Avenue  
Columbus, Ohio 43211  
(614) 365-5010

**Shepard Center**  
873 Walcutt Avenue  
Columbus, Ohio 43219  
(614) 365-8302

**Community Site:**

**South Side Settlement House**  
310 E. Innis Avenue  
Columbus, Ohio 43207  
(614) 444-9868

**\*Additional Sites TBA**



*Columbus Urban League  
Samuel Gresham Jr., President and CEO*

*Columbus Public Schools  
Dr. Gene T. Harris, Superintendent*

**Ohio PIRC**



**Parent Information and Resource Center**

# Tips On Successful Parent-Teacher Conferences



## PARENT – TEACHER CONFERENCES

Parent-teacher conferences give parents and teachers the opportunity to share information, solve problems, and establish relationships that directly contribute to student success. Parent-teacher conferences are usually scheduled in the fall and spring in most Elementary, Middle and High Schools but parents are also welcome to schedule meetings with teachers at any time during the school year.



Here are some **important tips** that will help you make the most out of your time spent talking with your child's teacher.

### Before the Conference:

- Discuss with your child his/her concerns about school.
- Make a list of the academic questions you want to ask the teacher and bring it with you the day of the conference.
- Jot down important information about your child that the teacher should know such as family changes (divorce, re-marriage, move), financial changes (loss of job), health changes in the child or family and bring these notes with you.
- Call the school and ask for assistance if you need special accommodations such as transportation, childcare, different conference schedule, etc.
- If you are not comfortable speaking English, have someone call the school and request an interpreter for your meeting with the teacher.

### At the Conference:

- Be sure to tell the teacher your child's questions and/or concerns.
- Go over your list of academic questions with the teacher.
- Find out the best way (notes, phone calls, e-mail messages) and the best time to communicate with the teacher throughout the school year.

### Here are some questions you might want to ask:

- How often and how long should my child be doing homework? Is classroom time used for homework?
- How can I help at home? What materials can I use?
- Does my child complete assignments regularly?
- Does he/she attend classes every day?
- What are my child's academic strengths and weaknesses?
- Does my child get along well with his/her peers?
- Is my child working at grade level in math, reading, and writing?
- How can I tell how my child is doing at school? Do you send progress reports?
- What do my child's grades reflect: homework completion? Skills learned? Tests and quizzes scores?
- What is the best way/day/time for me to get in touch with you regarding my child's progress in \_\_\_\_\_?

### If your child is not doing well, consider asking these questions:

- How can I find out about missed assignments? How can I help at home?
- What can I do to ensure that my child achieves grade level in math, reading, and writing?
- What school resources are available to help?
- Can textbooks be brought home? What materials can I use to help him/her?
- What is the best way/day/time for me to get in touch with you to discuss my child's progress?

### After the Conference:

- Discuss with your child what the teacher told you. Emphasize the positive comments heard. Talk about the areas where improvement is needed.
- Read all materials that come from the school and keep informed.
- Contact your child's teacher if you have further questions.
- If your child is not doing well, set up a regular communications schedule with his/her teacher to monitor your child's progress.
- Consider sending thank-you notes to your child's teacher during the school year for providing extra help or spending extra time with your child.

Be an active participant at your child's school: volunteer, join the parent organization, attend school parent meetings, chaperone field trips and dances, support school events, and offer to help from home by calling other parents. Your involvement with your child's school will send a message that you think the school is important.

Resource: Information based on *Making Parent Teacher Conference Work for Your Child*, National Education Association of the United States.