

**Getting the most out of your parent-teacher conference:** There are so many topics that parents and teachers discuss at conference time that the time slides by all too fast. Here are some hints to help you maximize the upcoming conference times with teachers:

- Make a list of your questions and concerns in advance and bring them to the conference. Keep this list reasonably short because there is only so much that can be covered.
- Bring a copy of the report card and any other materials you want to discuss.
- If there is a big issue or one that requires special information, please send a note to the teacher ahead of time so he/she can gather data for you. We all like to be prepared!
- Teachers are human, too. If you have a tough situation to bring up, please phrase it as an issue rather than a “You” statement (You did this, you aren’t, etc.). Everyone wants to help your child.
- If there is a problem, bring some ideas for solutions, including some ideas you can implement at home.
- Work with the teacher to set some appropriate, achievable goals for your child.
- Try to stay on topic. This is not as easy as it sounds!
- Respect the privacy of other children and families. Don’t use other children’s names even if you are complimenting them! Don’t ask teachers to “name names” or tell you what is being done for (or about) another child.
- If you run out of time, it is perfectly fine to ask for a follow-up meeting. However, less is often more. Focusing on one issue or area is usually more than enough for this period of time.

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