



Parent-Teacher Conference Organizer

You and your child's teachers should communicate on a regular basis. Frequent communication is a key part of a team-based approach (parents, child, and teacher) to managing your child's ADHD. It demonstrates that you want to work together with the teacher to ensure your child has every chance at succeeding in school.

Parent-teacher conferences don't necessarily have to be long. Even a brief 15-minute meeting or phone call can be valuable. Some teachers even use e-mail to communicate with students and parents. Find out which method of communication your child's teacher prefers.

WHO SHOULD USE THIS TOOL?

This tool is meant to be used by the parent or guardian of the child.

HOW SHOULD IT BE USED?

Use this tool to take notes whenever you meet or speak with your child's teacher. Come prepared with questions you may have for the teacher about your child's performance. Be sure to ask about both the areas where your child excels and where there is room from them to improve.

Note that if you are meeting a teacher for the first time, you should use the "Initial Parent-Teacher Conference Organizer" tool.

Afterwards, sit down together with your child and discuss the notes you took at the parent-teacher conference.

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Child's Name	Date / Time	Teacher's Name	Grade / Subject

My child is performing well in the areas of:	Examples

My child's biggest opportunities for growth are:	Examples

Other questions I have for the teacher:	Responses

Date and Time of Next Contact:		Preferred Method of Contact:	
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