



Initial Parent-Teacher Conference Organizer

Before the school year starts, schedule a time to meet with your child's teacher. This provides a useful opportunity to introduce yourself and learn about class expectations in advance, so that your child understands what he or she needs to do to be successful. A first meeting is also a good opportunity to discuss your child's individual educational needs with the teacher, and to find out where your child can get extra help, if needed.

WHO SHOULD USE THIS TOOL?

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

HOW SHOULD IT BE USED?

Use this tool to take notes during the first time you meet with your child's teacher.

Make sure to exchange contact information with your child's teacher and discuss future communications.

After your meeting, sit down with your child and discuss the teacher's expectations for the class.

Initial Parent-Teacher Conference

Child's Name	Date / Time	Teacher	Class / Subject

Class Work Expectations

1. What are your expectations for the students of this class? Is a syllabus provided?
2. How much homework, on average, will be assigned each week?
3. Will any long-term or larger projects be assigned (reports, presentations, papers)?
- 4.

Discussion Points

- My child's individual needs
- Best learning approaches for my child; Which approaches have worked well in the past?
- What else can I do to help my child be successful in your class?

Ongoing Communications

Teacher's Phone Number	Teacher's Email	Preferred Method of Contact

Date and Time of Next Contact:

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