Parent-Teacher Conference Checklist

Parent Communication · PreK–12

Plan accessible scheduling, prepare data and work samples, lead strengths-based conversations, and follow up on next steps.

Scheduling & Logistics

- [ ] Offer a range of conference times, including options for working families.
- [ ] Offer in-person, phone, or video options when possible.
- [ ] Send invitations and reminders in families' preferred languages.
- [ ] Arrange an interpreter in advance when needed.
- [ ] Build a schedule with buffer time between conferences.

Preparation

- [ ] Gather work samples that show growth and current skills.
- [ ] Summarize assessment data in family-friendly language.
- [ ] Note each student's strengths, interests, and progress.
- [ ] Identify one or two clear next steps for each student.
- [ ] Prepare questions that help you learn from families about their child.
- [ ] Invite students to help prepare or lead the conference when appropriate.

Welcoming Space

- [ ] Set up adult-sized seating side by side at a table rather than across a desk.
- [ ] Create a waiting area with a welcome sign and student work to view.
- [ ] Keep other students' information out of view.

During the Conference

- [ ] Begin with the student's strengths.
- [ ] Share specific examples instead of general labels.
- [ ] Listen to family insights and concerns.
- [ ] Agree on goals and how school and home will support them.
- [ ] Avoid educational jargon or explain terms clearly.
- [ ] Keep to the scheduled time and offer a follow-up meeting if needed.

Follow-Up

- [ ] Record notes and agreed follow-ups for each conference.
- [ ] Send a thank-you or summary note to each family.

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- [ ] Complete your commitments within the agreed timeframe.
- [ ] Contact families who could not attend to offer another time.
- [ ] Store conference notes securely.

Notes