



EFFECTIVE PARENT-TEACHER CONFERENCES

Start Strong

- Greet warmly: "It's so great to see you! Since we only have 15 minutes, let's start by..."
- Set a positive tone by highlighting strengths and successes.

Be Organized & Focused

- Have student work and data ready. (Toddle Portfolios)
- Stick to key points: Strengths, areas for growth, and next steps.
- Set a timer to stay on track.

Communicate Clearly & Positively.

- Use specific examples of progress and achievements.
- Frame areas for improvement as opportunities: "Your child is making great strides in reading, and with a little extra practice at home, they can reach the next level."
- Avoid jargon—keep language simple and clear.

Encourage Collaboration

- Ask parents for insights: "What strategies work well at home?"
- Offer actionable ways they can support learning at home.
- Work together on goals and next steps.

End on a High Note

- Summarize key takeaways and next steps.
- Reaffirm the partnership: "We're in this together to help [Student's Name] succeed!"
- Thank them for their time and involvement.

