

# Parent Conference Prep Sheet

**Student's Name:**

**Date of Meeting:**

<b>Students' Strengths</b>	<b>Areas to Improve</b>
<b>Student Kudos</b>	<b>Missing Assignments</b>

**CONFERENCING TIPS ON THE BACK**

## CONFERENCING TIPS

1. Prepare for the conference in advance. Complete the other side of this form.
2. Do not become defensive when parents question judgement; maintain an open mind.
3. Listen to all of what the parent is saying, specifically and implied. Seek clarification when necessary.
4. Avoid overwhelming the parent with irrelevant material or use of jargon; be thorough.
5. Show the parent concern and respect - respect as a person, concern as a patron of the school; maintain positive professional demeanor.
6. Make the environment for the conference conducive to open communication; avoid physical barriers such as a desk or uncomfortable chair.
7. Attempt to part on a positive note; set up a future conference or follow - up reporting procedure before the parent(s) leave.
8. Be sure to carry out any promised follow-up procedures.