



### *After the Conference . . .*

Discuss the results of the conference with your child:

- Talk to your child about the information that was shared at the conference.
- Praise your child for doing well or making progress, but also discuss areas for improvement identified by the teacher.

Monitor and support your child's progress in areas for improvement identified by the teacher.

Communicate with your child's teacher on a regular basis and schedule additional conferences, as needed.

# A Family Guide for the Elementary Parent/Teacher Conference



*This guide contains suggestions for questions you may wish to consider in preparing for a parent/teacher conference.*

The Howard County Public School System does not discriminate on the basis of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation in matters affecting employment or in providing access to programs. For more information, contact the Equity Assurance Office of the Howard County Public School System at 10910 Route 108, Ellicott City, MD 21042 or call 410.313.6654.

Dear Parent/Guardian

This brochure is designed to assist you in preparing for your upcoming parent/teacher conference(s). Please take a moment to review the suggestions.

You will find a brief description of the conference format as well as thoughts, ideas and questions you may want to consider before, during and after your session.

This brochure is meant to address areas that could be discussed in a conference and to help you prepare questions about your child's academic performance and school experience.

Read it carefully and choose those points that best meet your needs.

We hope you enjoy meeting with your child's teacher and find the conference beneficial. We hope you'll continue to partner with the school to ensure your child's academic success.

Sincerely,



Sandra J. Erickson  
Deputy Superintendent

### ***The Conference Format***

The typical conference with your child's homeroom teacher takes about 15-20 minutes and provides you with a valuable opportunity:

- To see examples of your child's work in reading and mathematics.
- To review grade-level expectations and your child's progress.
- To ask questions about specific concerns or get additional information.
- To find out how you can reinforce classroom learning at home.



### ***Before the Conference . . .***

Review your child's report card:

- Do you understand the grading system?
- Is your child below, on or above grade level in reading and mathematics?
- Are there any learning behaviors that need improvement?

Talk with your child:

- How does your child feel about school?
- How does your child think he/she is doing in school?
- Is there anything that your child wants you to ask or tell the teacher?

Do you have particular concerns about your child:

- How does he/she get along with other children?
- Is your child working up to his/her potential?

Have there been any major changes at home or school that might have an impact on your child's school work:

- Health concerns?
- Family issues?
- New teacher?
- Separation from friends?

### ***During the Conference . . .***

Be an active listener and take notes.

To make the best use of limited conference time, focus your attention on the areas most important to your child.

Consider the following topics as possibilities for discussion with the teacher:

- In which area(s) is your child doing well?
- In which area(s) does he/she need to improve?
- Has your child adjusted well to the class and the teacher?
- What are some of your child's special interests or concerns?
- How can you help your child at home?
- What other resources are available to help your child?