



Parent-Teacher Conference Checklist

Conference Event Coordination

- Childcare provided
- Meal or snacks for the community (check with PTA/PTO)
- Opportunity to learn about academic, athletics and community programs
- Language translation services available
- Conference model: Support for virtual conference options
- Conference model: Check if student-led conferences are supported
- Agreed sign-up methods and schedules
- Can specials or subject teachers join? Are notes from them provided?

Teacher's To-Do List

- Collect and organize key student work and data
- Identify 1–2 priority areas for each student
- Prepare a simple packet or portfolio
- Set up and confirm conference schedule
- Send reminders to families
- Gather parent input (optional form or message)
- Arrange any needed supports (interpreters, materials)

During the Conference

- Set a clear agenda at the start
- Focus on key priorities (not everything)
- Use student work and examples to guide discussion
- Invite parent input early in the conversation
- Stay aware of time and keep the conversation on track
- Agree on clear next steps and follow-up

After the Conference

- Document key notes and decisions
- Send a short follow-up summary
- School leader may send out a survey
- Share any additional resources if needed
- Schedule follow-up if appropriate
- Continue communication on progress