Successful parent conferences are an essential part of getting and keeping parent support. A regularly scheduled conference can be a pleasant, informative and productive meeting for both parent and teacher. Conferences with parents must be held a minimum of twice per year. However, additional conferences may be scheduled at the request of the teacher, parent, or administrator. Complete a Parent/Teacher Conference Report before meeting with the parent. This enables you to conduct a structured conference by planning in advance topics for discussion.

**Guidelines**
- Send home a conference invitation explaining the purpose of the conference.
- Offer parents flexible time choices.
- Ask parents to inform you of topics they would like to discuss during the conference.
- Have examples of the student’s classwork available for the parent to peruse.
- Open the conference with a positive statement about the student.
- Discuss the student’s academic and behavioral strengths and weaknesses.
- Get parental input on the child’s academic and behavioral performance.
- Close the conference on a positive, optimistic note.

An example of a conference record is provided.

**RESOURCES:**

*Planning for Parent Conferences*
http://content.scholastic.com/browse/article.jsp?id=4194

*Parent Teacher Conference*

*Dealing with difficult parents and with parents in difficult situations.*
Todd Whitaker, Douglas J. Fiore

*How to deal with parents who are angry, troubled, afraid, or just plain crazy.*
Elaine K. McEwan