

## Parent-Teacher Conference Conversation Guide: Helping Conversations Reach the Next Level

### Who is this conversation guide for?

The questions and prompts are designed to help teachers and parents develop a shared understanding of what they want to accomplish together during the Parent-Teacher Conference and throughout the school year.

### How can teachers fit this resource into their current Parent -Teacher Conference routine?

As a first step, teachers can reach out to parents with a note conveying their enthusiasm for the upcoming conference and some questions—or prompts—to help everyone think a little more about these important conversations. These prompts help teachers and pærents develop a shared understanding of what they want to accomplish together.

This outline establishes clarity and a framework for what to discuss. If teachers view this annual conference as *one* touchpoint in an ongoing conversation, rather than a *single* touchpoint, the shared framework established during the parent-teacher conference continues to support the relationship throughout the year. Conversations between parents and teachers might occur via email, blogs, webpage posts, and feedback surveys.

### Encourage year-round conversations with Panorama’s Family -School Relationships Survey

Sustained family involvement is a key part of boosting student success. Consider conducting [bi-annual, district-wide online surveys](#) to collect robust data that can elevate family voices and experiences.

## Conference Agenda

Thank you for participating in parent-teacher conferences! In order to get the most out of our time together, please take some time to read over this agenda prior to our conference. These questions and prompts will guide our conversation, and provide some shared topics to discuss.

Prior to our time together, I had a conversation with your child about what they wanted me to share with you during this conference. Here's what they told me.

*Your child wanted me to share that they have been working on:*

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*Your child wanted me to share that they are proud of:*

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*Your child wanted me to share that they would like to learn more about:*

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As your child's teacher, here are my goals for their class and priority areas for the school year:

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## Discussion and Goal Setting: To Be Filled Out By Teacher

### I. What are our shared values and goals for your child?

*Key Questions:*

- What does your child enjoy about going to school? What have I seen or heard them do that demonstrates this?
- What shared goals can we develop for your child? What actions can we take to support these goals throughout the school year?
- How am I preparing your child for their next academic year?

### II. How is your child doing academically in this class?

*Key Questions:*

- When has your child demonstrated a strong effect academically? What have I seen or heard them do?
- How does your child respond to feedback on their work? What kind of feedback do they respond to best?
- How does your child approach hard problems?

### III. How is your child doing socially in this class?

*Key Questions:*

- What is my approach to behavior supports for your child? To what extent does this address their needs?
- When your child feels pressured, how have they communicated their challenges?
- What supports or interventions have helped your child address these challenges?
- How comfortable is your child asking for help from their peers?

## Discussion and Goal Setting: To Be Filled Out By Parent or Caregiver

### IV. What are our shared values and goals for my child?

*Key Questions:*

- What does my child enjoy about going to school? What have I seen or heard them do that demonstrates this?
- What shared goals can we develop for my child? What actions can we take to support these goals throughout the school year?
- How is the school preparing my child for their next academic year?

### V. How is my child doing academically in this class?

*Key Questions:*

- When has my child demonstrated a strong effect academically? What have I seen or heard them do?
- How does my child respond to feedback on their work? What kind of feedback do they respond to best?
- How does my child approach hard problems?

### VI. How is my child doing socially in this class?

*Key Questions:*

- When my child feels pressured, how have they communicated their challenges?
- What supports or interventions have helped my child address these challenges?
- How comfortable is my child asking for help from their peers?

### VII. What next steps can we take to support my child's success in this class?

*Key Questions:*

- How can I increase conversations with my child about what they are learning?
- How can I help my child understand the content they are learning in school?
- In what ways can I continue to support my child's educational journey?