

"CONFERENCE TIPS"

The purpose of a parent conference is to share information with the parent as to how their student is doing in your class and to answer questions asked by parents. Some questions commonly asked by parents are as follows:

- "How's my child doing?"
 - "Is he/she performing up to potential?"
 - "How does he/she get along with classmates?"
 - "What kind of homework should we expect to see at home?"
 - "What's my child learning this year?"
 - "How can I help?"
- Greet each parent with a smile and positive attitude.
(First impressions can make or break the conference.)
 - Personalize the conference. (Parents want to know if you have made personal connection with their child. Remember that you are talking about their hopes and dreams.)
 - Be a good listener. (Let parents ask questions and share concerns.)
 - Be cautious with criticism and giving advice. (Use "what if's" or suggestions that are positive more than "should's" or "have-to's".)
 - Maintain confidentiality.
 - Remain positive throughout the conference, no matter how negative the parent might get.
 - Make sure solutions have been developed for problems discussed. (If parent is not comfortable or happy with solutions, encourage them to stop by the office to see a counselor or administrator.)
 - Always close the conference on a positive note.

**"PEOPLE DON'T CARE HOW MUCH YOU KNOW
UNTIL THEY KNOW HOW MUCH YOU CARE."**