



PLANNING FOR PARENT-TEACHER CONFERENCES: SUGGESTED ACTIVITIES

The following represents a list of suggestions for administrators, in collaboration with the school's Parent Coordinator, Guidance Counselor, and other staff members, to facilitate planning for parent-teacher conferences. This list is not exhaustive, and represents only a sample of possible activities that can be used to plan effective parent-teacher conferences.

- **Communication with Parents:**
 - Four weeks prior to parent-teacher conferences, send notification to parents via mail and post dates/times on the school website and outdoor bulletin board.
 - Two weeks prior to parent-teacher conferences, send a “backpack” letter home with students.
 - During the week of parent-teacher conferences, program the school messenger autodial phone system to call each home announcing the event.
 - In all communications with parents, include dates, times, school address with location of appropriate school entrance, and directions to the school by subway, driving, and walking.
 - Prominently display flyers throughout the school.
 - Ensure that translation and interpretation needs of parents are met.
- **Communication with Staff and Community:**
 - Discuss parent-teacher conference procedures with the entire school community.
 - Confirm afternoon and evening schedules with all staff members, including school safety agents, etc.
 - Familiarize all staff with the parent-teacher conference staff attendance policy, directing them to the appropriate employment contract for additional information.
- **Professional Development:**
 - Ensure that new staff members are prepared for parent-teacher conferences. You may offer training that includes mock parent-teacher conferences; time management and appointment scheduling; effective communication techniques (i.e. beginning with positive comments, focusing on performance, growth, strengths, and questions); de-escalating conflicts; maintaining privacy and confidentiality; and suggested referrals (i.e. tutoring, counseling, college/post-secondary advising, CBO services, enrichment opportunities, etc.).
- **General Planning:**
 - Prominently post a sign and/or appropriate staff member outside of the building to welcome parents and guide them to the appropriate entrance.
 - Prepare a registration area for parents to sign in, obtain their child's report card, building map with room numbers and teaching assignments, parent resources, and other relevant information. This opportunity may also be used for parents to update their contact information.
 - Ensure each child's report card is ready for review with parents.
 - Ensure updated student transcripts (high schools) are available for parents to review with guidance personnel.
 - In addition to the registration area sign-in sheet, ensure that each staff member has a parent sign-in sheet to be returned to the appropriate administrator.
 - Prepare prominent signs indicating restroom facilities accessible to parents.