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Parent-Teacher Conference

Choose five questions, capture what you heard, and leave with one clear follow-up.

MEETING DETAILS

Child _____ **Teacher** _____

Grade _____ **Date** _____ **Conference length** _____

FIVE QUESTIONS TO START WITH

1 · Progress	Where is my child making steady progress, and where are they getting stuck?
2 · Classroom	When do you see my child most engaged in class?
3 · Independence	What do they handle on their own, and when do they need a prompt?
4 · Support	What's one thing we could practice or reinforce at home?
5 · Follow-up	What should we each try, and when should we check in again?

MY SWAPS AND NOTES

Keep the default, or write your own question on the left. Capture the answer on the right.

1 · My question _____ **What I heard** _____

2 · My question _____ **What I heard** _____

3 · My question _____ **What I heard** _____

4 · My question _____ **What I heard** _____

5 · My question _____ **What I heard** _____

WHAT I WANT TO REMEMBER

A strength or good moment the teacher sees _____

Where my child needs support _____

What the teacher wants us to try at home _____

ONE FOLLOW-UP

Write this before the meeting ends.

Next action _____

Owner _____ **Check-in date** _____

Teacher's preferred contact method _____