

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 _____