

# Guide to Productive Parent / Teacher Meetings

## Middlesex County Public Schools

### **Before the meeting...**

- 1) List important things about your child that you think the teacher should know.
- 2) Talk to your child and ask him/her questions like:
  - a. What do you like about school?
  - b. What do you dislike about school?
  - c. Is there anything you would like me to ask or tell the teacher?
- 3) Think of goals that you would like to set with your student for the class.
- 4) Review materials that have been sent home from the teacher.
- 5) Review your child's work in the course.
- 6) Review your child's attendance and academic progress on PowerSchool Parent Portal.

### **During the meeting...**

Ask questions that include:

- 1) What do you know about my child?
- 2) What are my child's strengths in your class?
- 3) What are areas where my child can improve?
- 4) How do you assess my child's performance?
- 5) What kind of activities/assignments do the children work on in your class?
- 6) Is there an SOL, AP, or industry certification test in this class? What can my child do to get ready for that test?
- 7) How do you help my child to prepare for unit tests?
- 8) How can I be a partner with you in this class?
- 9) What can I do at home to help my child to succeed at the highest levels in this class?
- 10) What do you do to accommodate for advanced or gifted learners in your classroom?
- 11) What do you do to accommodate for students with special needs or disabilities?
- 12) How do you accommodate instruction for my child's learning needs?
- 13) How can you help my child if he/she is not understanding a concept or idea in this class?
- 14) What happens if my child is not doing well socially or academically in your class?
- 15) When are you available outside of class time to help my child if he/she needs additional help?
- 16) Are there any online resources that could help my child better understand the subject?

### **After the meeting...**

- 1) Follow up regularly with the teacher via email, PowerSchool Parent Portal messenger or by telephone.
- 2) Meet with your child to review your conference notes and to set goals.
- 3) Continue to monitor your child's returned work from the class.
- 4) Review your student's attendance and academic progress on PowerSchool Parent Portal.