

TIPS TO HELP PARENTS PREPARE FOR A MEANINGFUL PARENT/TEACHER CONFERENCE

1. Make a list of issues you would like to discuss. If you have a long list, prioritize your concerns and plan to discuss only the top 2-4 concerns at the first meeting. Other concerns can be addressed at future meetings.
2. Come to the meeting with a list of proposed solutions that could address your concerns. After briefly presenting your concerns, plan to spend the majority of the time at the meeting discussing solutions.
3. If you have questions about your child's IEP, bring a copy of the IEP to the meeting. Ask specific questions, such as "describe how you teach this objective"; "describe the level of support you provide during periods of transition"; "describe what a typical day looks like for my child"; "show me the data you have collected regarding my child's behavior". Your child's teacher should be able to discuss in detail all components of your child's IEP.
4. Plan to spend a few minutes talking about techniques the teacher utilizes that work well for your child. This will help your child's teacher know that those techniques are effective and should be continued.
5. Be sure to leave the meeting with a written plan of action. The plan should include due dates and persons responsible for each item written on the plan.
6. Take notes during the meeting. Be sure to include the date and names of participants in the meeting.
7. Continue to request short meetings until all of your concerns have been addressed.
8. If you have already discussed your concerns with your child's teacher, but do not believe the issues have been adequately addressed, request a meeting with the principal and the teacher.
9. Adopt a team work approach to solving issues. Parents and teachers want what is best for the child. Working together as a team helps to ensure success for your child.