

Parent-Teacher Conference Expectations for Teachers

1. **Scheduling:** Ensure all parents sign up through the "My Conference" platform. Each meeting will be limited to 15 minutes, so adhere strictly to this schedule to respect each parent's time.
2. **Preparation:** Before each conference, review the student's recent progress, including MAP results, class performance, and any other relevant data. Identify key strengths, areas for improvement, and potential action steps that can be shared with parents. Make sure you have the PTC form filled out for each child scheduled (if you don't have the form, please follow up with your TL).

Important note: Students who are listeners will not receive a report, but you should still review their progress, MAP results, class performance, and any other relevant data with parents.

3. **Honest and Constructive Communication:** Be transparent and honest with parents about their child's academic and social progress. Highlight strengths and achievements, and clearly outline areas where the student can improve. Offer specific, actionable suggestions for how parents can support learning at home.
4. **Professionalism:** Maintain a positive, professional demeanor. Even when discussing challenges, focus on solutions and growth. The goal is to leave parents feeling informed, respected, and confident in the support their child is receiving.
5. **Sharing MAP Results:** If you feel confident, discuss MAP results in a way that parents understand, explaining how these assessments reflect the student's growth and areas of need. Provide context and examples where possible, so parents can see the bigger picture of their child's progress. If you need any assistance
6. **Follow-up:** If necessary, schedule a follow-up meeting for extended discussions. Respect the time limit but assure parents that you're available to provide further support and clarification if needed.

Hallway monitors- please make sure to guide parents who have appointments to the classrooms and keep the room allocations with you.

Teachers- If a parent arrives to your class without an appointment, politely inform them you cannot meet with them and to please visit accounting.