

# Family-Teacher Conference Checklist

## Before the Conference

- ☐ Get familiar with the student's **Development and Learning** report. This report has great talking points for the teacher.
- ☐ Review the Individual Child Report.
- ☐ Use the Alphabet Knowledge, Number concepts, and the Shapes forms to collect data. Forms are available under Support & Resources in Teaching Strategies.
- ☐ Share **Report Card** with the family in the Teaching Strategies-Family portal.
- ☐ Gather student work that will represent the child's strengths, progress, and growth.
- ☐ At least two weeks before- Invite parents to the family conference.
- ☐ At least one week before- Confirm time and date of family conference.
- ☐ Create a conference schedule. Be sure to discuss scheduled times with your Principal/Director.
- ☐ Check to see who has not yet accepted the Ready Rosie or Family portal invitation.
- ☐ The day before- send home a conference reminder.
- ☐ Determine the family's preferred method of conference (in-person, phone, or virtual).
- ☐ Create a conference agenda. This will help you stay focused during the conference.
- ☐ Create a welcoming environment for the family.



## During the Conference

- ☐ Greet each family.
- ☐ Start with a positive. Share work that shows the child's strength.
- ☐ Use clear language- avoid education terms and acronyms. Encourage families to ask questions.
- ☐ Use positive language- instead of "your child is struggling" try "your child is working on..."
- ☐ Be an active listener.
- ☐ Write down notes to follow up on after conference.
- ☐ Send invite to use Ready Rosie. Ready Rosie app is available on the 4K iPad.
- ☐ Discuss that My Teaching Strategies Family portal is used throughout the year and is beneficial to continue learning during emergency closures. Invite family to join Teaching Strategies-Family.
- ☐ End conference on a positive note. We are all working towards the best interest for the child.
- ☐ Family member and teacher signs to confirm participation in the conference.

## After the Conference

- ☐ Check to see that families accepted Ready Rosie invite
- ☐ Check to see that families accepted the Teaching Strategies-Family invite.
- ☐ Send families a thank you.
- ☐ Follow up on any parent questions or concerns.
- ☐ Send 4K Coach conference schedule with family signatures.

