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 **Digital Forms** to assess students' progress.
- ☐ Share **Family Conference Form** in the My Teaching Strategies-Family portal (print if needed).
- ☐ Gather student work that will represent the child's strengths, progress, and growth.
- ☐ At least two weeks before- Invite parent/guardian 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 School Leader.
- ☐ Generate the **Family Connections Report**. Check to see who is not connected to My Teaching Strategies-Family. Also, check Ready Rosie.
- ☐ 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 and My Teaching Strategies Family.
- ☐ Discuss that the RR and TS-Family are used throughout the school year.
- ☐ 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

- ☐ Send families a thank you.
- ☐ Follow up on any parent questions or concerns.
- ☐ Upload signature page to Provider Documents in CaseWorthy.

