

Parent / Teacher Conference
MATERIALS

ENGLISH



PORTLAND PUBLIC SCHOOLS

Parent/Teacher Conference Invitation

Dear Parents/Guardians:

I would like to invite you to attend the November Parent-Teacher Conferences. Parent-Teacher Conferences are scheduled for all parents and are an important opportunity to learn about your student's progress and next steps in school.

I have scheduled the time and date for our Parent-Teacher Conference. The conference will include a time for us to discuss your student's strengths and challenges, highlight growth that has occurred over the course of the trimester, and make goals for the remainder of the year.

Please fill out the information below and return the lower part of this letter as soon as possible.

I look forward to meeting with you.

Teacher name: _____

School: _____

Please check one:

_____ **I will NOT** be able to attend as scheduled

_____ **I will attend.** Please schedule me for the following time: _____

Name of student: _____

Telephone number: _____

Parent's signature: _____



Parent Teacher Conference Reminder:

School: _____

School Address: _____

Teacher: _____

Student: _____

Date: _____

Time: _____

Meeting Room: _____



If you are unable to attend, please let me know as soon as you are able.

I look forward to seeing you!



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Thank you note – after attending PTC

Dear _____

Thank you for taking the time to meet with me during the November Parent Teacher Conference.

Your involvement in your student's education contributes to their progress in school. I am happy to be a partner in your student's education. You should be very proud of your child!

If you have any questions during this school year please do not hesitate in contacting me at:



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Tips for a Successful Parent-Teacher Conference

Parent-teacher conferences are a time for parents/guardians and teachers to share information, discuss student progress and form relationships that will help students succeed.

You know more about your student that anyone at school. Your student's teacher (or teachers) needs to hear from you. And you need to hear from the teacher(s).



Do you need an interpreter?

If English is not your first language, please contact the school before the parent / teacher conference and request an interpreter to assist you during the meeting.



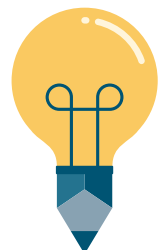
Notes about the conference



Follow-up plans



Teacher contact information





Preparing for Parent-Teacher Conferences

- Talk with your child to understand their questions and concerns about school.
- Make notes, listing your questions and concerns. Remember to share your child's strengths, and how your child learns best.
- Ask for a phone conference if you cannot attend your child's conference.



At the Parent-Teacher Conference Questions for the Teacher:

- How is my child doing socially? How do you support his/her social development in class?
- Is my child performing at grade level? Can you show me examples of my child's work in math, reading and writing that demonstrate his/her current performance level?
- How do you support differences in learning abilities and styles?
- How is my child's culture reflected in the classroom learning time?
- Does my child need extra help in any areas? What resources are available at schools?
- Do you have any suggestions to continue my child's learning at home? i.e. books, online learning programs, homework.
- Find out the best way and time to communicate with your child's teacher.



After the Conference

- Talk with your child about what the teacher told you, especially the positive comments.
- Talk about goals and make a plan to reach them together.
- Keep in touch with the teacher during the school year.

Student Support Services

Special Education/504

- How is my child's IEP/504 supported in the classroom?
- What is the contact information for their case manager _____?
- What inclusive practices have worked?

Talented and Gifted (TAG)

- Given my child's level of achievement, how are their skills being supported in regards to their strengths?
- How are my child's learning needs being met?

English Language Learners

- Given my child's English language abilities, how do you support their language development and progress in reading, math and writing?
- How is my child's culture reflected in the classroom learning time?
- What is the contact information for the ELD teacher?



