

PARENT/TEACHER CONFERENCES
[Overview]
Professional Development Module
Arkansas Department of Education

Welcome to Parent/Teacher conferences workshop. This workshop will provide vital information for parent and family involvement in schools, homes and the community. This module is one of four in a series of professional development workshops for educators provided by the Department of Education.

OBJECTIVE

1. The primary purpose of the parent/teacher conference is to establish mutual expectations & understand family/child strengths, needs & progress.
2. Every school should provide training in diversity relevant to parent-teacher conference's unique to your school (i.e. cultural, special needs, and conflict situations).

CONFERENCE READINESS

It is important to prepare well in advance for a parent-teacher conference. This will include sending information to the parents, setting a date and time, compiling all pertinent information to be disseminated, etc.

THE THREE-PART CONFERENCE

- A. Greeting and set a positive tone
- B. Conference (a word about student-led conferences)
- C. Closure and follow-up

There are special considerations for dealing with possible conflict or a difficult parent and students with special needs.

RESOURCES & RESEARCH

A resources and research handout is provided detailing all sources utilized in the compiling of the module as well as web sites and other materials available.

WRAP UP OBJECTIVE

1. To establish mutual expectations & understand family/child strengths, needs and progress.
2. Provide training in diversity relevant to parent-teacher conference's unique to your school.