FOR PARENTS

PARENT–TEACHER CONFERENCE CHEAT SHEET

INKED EDUCATOR LIFE
by Rob Murphy, special ed teacher

Ten minutes goes fast. Walk out knowing how your kid is really doing and what happens next, not just that they're "doing fine." Print page 1 and read it in the parking lot.

Bring this. Write on it. Ask twice.

Only 2 minutes? Ask these 3 and you're covered: ❶ "What's going well?" ❷ "What's the one thing to work on?" ❸ "What can I do at home this week?"

BEFORE YOU GO

- ☐ Write your **top 3 questions** on the back page. Conferences end early, so ask those first.
- ☐ Ask your child: **"What should I tell your teacher?"** and "What's one thing that's hard right now?"
- ☐ Look over recent **work, grades and notes** from school so you can point to examples.
- ☐ Can't make the time? **Ask for another**, or a phone or video call.
- ☐ Bring a pen. Write down names, dates and what's promised.

START WITH THESE 5

- ☐ "What are my child's **strengths**? What do they do well that I might not see?"
- ☐ "Where are they working **above, on or below** grade level? Can you show me an example?"
- ☐ "What's the **one thing** that would help the most right now?"
- ☐ "How does my child do with **friends, transitions and asking for help?"**
- ☐ "What can I do at home **this week** that would actually help?"

LEARNING AND PROGRESS

- ☐ "How are you measuring progress, and **how often**?"
- ☐ "What does my child find hard, and what **support** are they getting?"
- ☐ "Are they getting **extra help or enrichment**? How would I know?"
- ☐ "How will I hear if something **changes** before the next report card?"

IF YOUR CHILD HAS AN IEP OR 504

- ☐ "Are the **accommodations** in the plan happening in your room? Can you give me an example?"
- ☐ "Which **IEP goal** are you seeing progress on? Which one is stuck?"
- ☐ "Who do I contact if I think the plan **needs a meeting**?"
- ☐ You can **ask for a meeting any time**. You don't have to wait for the annual one.

WHAT YOU KNOW THAT THEY DON'T

- ☐ Share what helps at home: routines, a calming trick, what works after school.
- ☐ Say if **school looks different** than home. "At home I see..."
- ☐ Tell them what your child loves. It's how teachers connect.
- ☐ Mention big changes (sleep, move, family, health) **only what you want to share**.

BEFORE YOU LEAVE

- ☐ "What's the **best way to reach you**, and how fast do you usually reply?"
- ☐ "Can we **check in again** in 4 to 6 weeks to see how the plan is working?"
- ☐ Repeat back **what each of you will do**. Write it on page 2.
- ☐ Send a short thank-you email after. A template is on page 3.

MY TOP 3 QUESTIONS

1. _____
2. _____
3. _____

NOBODY IN THAT ROOM LOVES YOUR CHILD MORE THAN YOU DO.

@inkededucatorlife · Educational information, not legal advice. School and district practices differ. For IEP and 504 questions, check your district's procedures.

CONFERENCE NOTES

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WHAT WE TALKED ABOUT

Write it down before you forget it. You will.

WHAT'S GOING WELL

WHAT I LEARNED THAT'S NEW

WHAT WORRIES ME OR THEM

WHAT I TOLD THEM

WHAT WE AGREED TO DO	WHO	BY WHEN	DONE?

QUESTIONS I STILL HAVE

NEXT CHECK-IN

DATE, TEACHER, NOTES. KEEP THIS PAGE.

Write down only what you want to keep. Store notes privately.
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FOLLOW-UP EMAILS

SAY IT IN WRITING

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A short email keeps everyone on the same page. Fill in the yellow parts.

1. THANK YOU + WHAT WE AGREED ON

SEND WITHIN 2 DAYS

Subject: Thank you, and what we talked about

Hi **[Teacher's name]**,

Thank you for meeting with me about **[Child's name]**. It helped to hear **[one thing you learned]**.

Here's what I wrote down. Please tell me if I missed anything: **[you will do X]**, and **[teacher will do Y by date]**. We said we'd check in again around **[date]**.

Thanks again,
[Your name]

2. SOMETHING WORRIED ME

WHEN A CONCERN COMES UP

Subject: Question about [Child's name] and [topic]

Hi **[Teacher's name]**, thank you for talking with me. I've been thinking about **[what you noticed, with a date or example]**.

Could you tell me what you're seeing in class, and what support might help? I'm happy to talk by phone or in person. Could you reply by **[date]**?

Thank you,
[Your name]

3. ASK FOR A CHECK-IN

4 TO 6 WEEKS LATER

Subject: Checking in on [Child's name]

Hi **[Teacher's name]**, at conferences we talked about **[the plan]**. How is it going? I've noticed **[what's different at home]**.

Do you have 10 minutes this week or next to talk about next steps?

Thanks,
[Your name]

IEP or 504? If you asked for something that changes the plan, such as a new service or accommodation, ask for it in writing and keep a copy. You can ask the school to put their answer in writing too.

HEADING INTO AN IEP MEETING?

A conference is a check-in. An IEP meeting is where the plan gets written. Go in ready with the **IEP Meeting Prep Workbook** from a special ed teacher:

- ✓ Fillable pages for your child's strengths, your priorities and your questions
- ✓ A meeting agenda, notes page and follow-up emails
- ✓ Plus the Progress Companion and School-to-Home Bridge Kit

LINK IN BIO → @INKEDEDUCATORLIFE

Know a parent with a conference this month? **Send them this sheet.**

YOU'RE ALLOWED TO ASK. YOU'RE ALLOWED TO ASK TWICE.

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