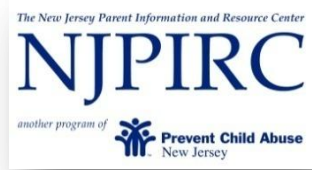


# Conference Documentation Form



103 Church Street, Suite 210  
New Brunswick, NJ 08901

1-866-9NJPIRC  
www.NJPIRC.org

Student's Name: \_\_\_\_\_

Parent(s)' Name(s): \_\_\_\_\_

Conference Date, Time, and Place: \_\_\_\_\_

Purpose of the Conference (General Progress, Specific Purpose): \_\_\_\_\_

My Child's Strengths (In General or Related to This Issue):

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My Child's Challenges (In General or Related to This Issue): \_\_\_\_\_

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Questions I Need to Ask: \_\_\_\_\_

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Teacher Concerns or Questions: \_\_\_\_\_

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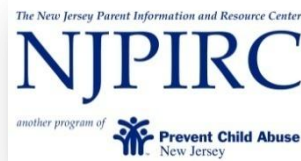
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Actions Agreed Upon: \_\_\_\_\_

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# Parent Tips: The Parent/Teacher Conference



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## Before the Conference

Think about special questions or concerns you have. Talk to your son or daughter to get ideas. You might want to make a list. Be prepared to let the teacher know about your child's

- Special interests/skills
- Study habits
- Medical problems that can effect learning
- Recent experiences (death, divorce, etc...) that may affect behavior in school

**This will help the teacher understand your child better**

## When you meet the Teacher

You might want to ask questions like these...

- How is my child doing in class?
- Is my child having any problems? What are they? How can I help at home? Is tutoring available?
- What is your homework policy? What happens if my child does not hand it in?
- How much time should be spent on homework? How often do you assign homework?
- How often do you give tests? How is my son or daughter doing on the tests so far?
- How can I get in touch with you or make an appointment to meet with you again?

**This will help the teacher understand your child better**

## Some questions for parents of elementary school children

- How well does my child seem to feel about school and about his or her own abilities? What can we do to make sure these feelings are positive?
- Is my child in special groups for reading or math? What groups are my child in? Who are the teachers?



## Additional questions for parents of junior high or intermediate school students

- Will the school help my child choose a high school?
- What is the deadline for high school applications?
- Can you recommend any high schools or programs?
- Does the school have career awareness classes or programs? Share your ideas about your child's career interests

## Further questions for parents of high school students

- What kind of career counseling and preparation is my child getting in school?
- Does the school have a job placement program?
- What kind of college counseling is my son or daughter getting in school?
- Where can we get help in completing college applications? Where can we get information about financial aid?

