

Parent Teacher Conference Checklist

Please use the checklist below to help prepare for the parent-teacher conferences scheduled on November 2nd and 3rd.

Before the Conference:

- ☐ I can successfully log into Genesis Parent Portal (www.parents.eatontown.org) (If you cannot, please contact your child's school secretary).
- ☐ I have signed up for a conference on Genesis Parent Portal.
- ☐ I have checked and know my child's grades and test scores on Genesis Parent Portal.
- ☐ I have read emails sent by my child's principal and teacher about conferences. (If you are not receiving emails, please contact your child's school secretary to update your email address.)
- ☐ I have asked my child if there are any questions he or she would like me to ask the teacher.
- ☐ I have thought about if there are issues at home I should mention to the teacher.
- ☐ I have talked with my spouse, partner, or other guardians for their insight into what we should be prepared to talk about or ask the teacher.
- ☐ I know what I want to discuss with the teacher.
- ☐ I have written a list of questions to bring up with teacher and have prioritized them so I can make sure to get the most important question answered in case we run out of time.
- ☐ I have a way to take notes during the conference (pen and paper, or tablet, etc.).

After the Conference:

- ☐ I know the best way to reach my child's teacher going forward – email, phone, or additional meetings.
- ☐ I have my child's i-Ready scores and discussed them with the teacher.
- ☐ I know the areas and subjects my child is having difficulty with and ways I can help at home.
- ☐ I know areas and subjects my child is excelling and ways I can encourage this development at home.
- ☐ I feel I left an impression with the teacher that I am engaged and interested in my child's education and I am eager to continue the communication going forward.
- ☐ I have discussed the meeting with my child and addressed any concerns or praise.

We hope your conference is meaningful and helpful. We look forward to speaking with you on November 2nd and 3rd.