



Parent-Teacher Conference Checklist

Bring this printable checklist to your next parent-teacher conference to ensure you cover the topics that matter most to your family.

Preparing for the Parent-Teacher Conference

- ☐ Review recent report cards, grades, and assignments
- ☐ Talk with your child about how they're feeling about school
- ☐ Ask your child if they have any questions or concerns they'd like to discuss
- ☐ Highlight any topics or questions you'd like to cover

Academic Progress

- ☐ Is my child performing at grade level?
- ☐ What subjects are their strongest?
- ☐ Where could they use additional support?
- ☐ How can we reinforce learning at home?
- ☐ Are there any study habits or skills they should work on?

Development and Classroom Behavior

- ☐ How does my child interact with peers? Have they made friends?
- ☐ How is my child adjusting to the classroom environment?
- ☐ Do they work well both independently and in groups?
- ☐ Do they participate in classroom discussions and activities?
- ☐ Have you noticed any changes in my child's behavior or confidence?
- ☐ How is my child doing emotionally?
- ☐ Do they respond appropriately to challenges or setbacks?
- ☐ Do they follow classroom expectations and routines?
- ☐ How can I support my child's development at home?



Organizational Skills

- ☐ Does my child come to class prepared?
- ☐ How well do they stay organized?
- ☐ Do they complete assignments on time?
- ☐ Do they arrive on time for class?
(For older, independent children)

Goals

- ☐ What goals would you recommend for my child?
- ☐ What skills should they focus on developing?
- ☐ How can we work together to support those goals?
- ☐ When should we check in again?

Notes:
