Preparing a parent meeting

Parent Meeting Notes

Five steps through the meeting. Fill in beforehand, add notes as you talk, keep it confidential.

Student: _____ Grade: _____

Parents: _____ Date: _____

1 Strengths first

One good thing about the student:

_____

_____

You could say:
"Let me start with something I really enjoy: ..."
"I've noticed how much she loves ..."

2 Describe what you see, don't interpret

What happens?	When?	How often?

You could say:
"In math, he puts his pencil down after about ten minutes."
Not: "He doesn't feel like it."

3 Ask the parents

How do you see this at home?

_____

What helps there?

_____

What has worked in the past?

_____

You could say:
"You know your child best. What's it like at home?"

4 Agree on one thing

We agree: _____

Who does what? _____

Check in on: _____ ☐ in 3 to 4 weeks

You could say:
"Let's try one thing and see in three weeks if it helps."

5 What the student would like

_____

_____

You could say:
Ask beforehand: "What should I be sure to tell your parents?"
"What would help you most?"

Teachers describe. Specialists diagnose.

Preparing a parent meeting

Well prepared, well supported

Helpful phrases for tricky moments, a short checklist and room for notes.

Helpful phrases for tricky moments

When parents are worried: “Thank you for being so open with me. Let's figure out together what helps.”

When someone asks about a diagnosis: “That's not something I can judge. I can tell you what I see in class. Whether to have it checked by a specialist is up to you.”

When things get heated: “I can tell this is a lot right now. Should we take a quick break?”

When it looks different at home: “That's interesting, it sounds different at home. What's different there?”

To close: “I'm glad we're working on this together.”

Ten-minute prep

- [ ] one positive thing written down
- [ ] two or three situations with when and how often
- [ ] asked the student what they'd like
- [ ] quiet room and plenty of time booked
- [ ] water and paper ready

After the meeting

- [ ] agreement jotted down
- [ ] check-in on the calendar
- [ ] student filled in
- [ ] notes filed safely

Then take a deep breath. You did something good today.

Notes

Write down observations, never diagnoses. Keep it confidential.