

## Sample Parent Teacher Conference Letter

The Value of the Parent-teacher Conference  
Understanding the Parent-Teacher Conference  
How Parent-teacher Conferences Build Partnerships  
Handbook for Parent-teacher Conferences  
Initiation of a Program of Parent-teacher Conferences in an Elementary School  
101 Ideas for Parent Conferences, Grades K - 6  
Effective Skills in Parent/teacher Conferencing  
Positive Parent-teacher Conferences  
Focus on Parent-Teacher Conferences  
The Parent-teacher Conference: Attitudes of Parents and Teachers as Associated with Success in the Conference  
Parent-teacher Conferencing in Early Childhood Education  
Expectations for the Parent-teacher Conference in the Elementary School  
Prospective Teachers' Figured Worlds of the Parent-teacher Conference  
The Parent-teacher Conference  
You are Invited to a Parent-teacher Conference  
Parent-Teacher Conferencing  
The Parent-teacher Conference and Its Relationship to Self-understanding in Children  
A Parent's Guide to a Parent-teacher Conference  
Your Parent-teacher Conference  
Parent-teacher Conferencing  
*Suteerat Ungjaroen Greg Anderson Robert Lynn Canady Long Veach (Calif.). Public Schools Louis J. Bucco Joan Silverman Wolf Nicholas Peter Georgiady Alice L. Hamachek Bernhard William Gerdes S. Dianne Lawler Carolyn Grenke Kleinfeldt Mary M. Tomczyk Marilyn J. Werner National School Public Relations Association Gerda Lawrence Lillian Elaine Tuskey Joseph C. Rotter*

everything you need to make parent conferences more efficient and productive full of engaging and fun ideas this book is a must have for every teacher s bookshelf  
80 pages

discusses methods of using parent teacher conferences for evaluation of sucessful students as well as those needing help

this handbook for teachers on conducting a successful parent teacher conference offers suggestions on 1 key factors of a successful conference 2 kinds of individual conferences 3 creating a positive conference environment 4 preparing for the conference 5 conducting the conference 6 concluding the conference 7 following the conference and 8 evaluating the conference the major points are briefly summarized and some questionable practices in parent teacher conferencing are pointed out the appendix includes a sample of a school district s parent guide and a sample form for summarizing a parent teacher student conference jd

this book discusses several types of parent teacher conferences and issues relevant to parent teacher conferences in 10 chapters chapter 1 outlines a working model for successful parent teacher conferences research on parent attitudes and relationships with teachers is summarized in chapter 2 chapter 3 discusses communication topics including listening skills ways to respond to parents ways to clarify messages and body language chapter 4 examines the changing structure of the family chapters 5 through 7 describe characteristics of conferences that relate to academic performance referrals for handicapped children and discipline problems conflicts between parents and teachers are examined in chapter 8 chapter 9 considers unsuccessful conferences and conferences without planned agendas the final chapter promotes the development of partnerships between parents and teachers many of the issues raised in the 10 chapters are illustrated with vignettes appendixes include a conference evaluation checklist a vignette of a conference dealing with a discipline problem a set of role playing activities and a list of suggestions for facilitating conflict resolution a 68 item bibliography and a 31 item resource list are provided bc

although teachers hold many conferences with parents most receive very little training in crucial communication theory and conferencing skills this guide identifies the purposes of parent conferences and demonstrates skills including how to hold an effective conference how to deliver an unwelcome message and how to handle an uncommunicative parent

effective parent teacher conferences have the potential to be the single most educationally valuable event for the student during the school year with increased parental involvement in the day to day operation of the schools and greater parental awareness of the educational process it becomes apparent that educators need to be prepared to respond to renewed parental interest in the education of their children from both an ethical and a legal perspective communication between parents and teachers is imperative however inappropriate procedures and inadequate skills and knowledge can create greater problems than may have existed before the meeting this publication is intended to help teachers to improve their parent teacher conferencing skills first it examines the historical background and research relating to parent teacher conferences then it suggests effective ways for teachers to improve their communication skills with parents and to involve parents in the educational personal and social development of their children the core elements of effective conferencing listening perceiving attending responding and initiating are identified and discussed a list of 78 references is appended jd

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