

# Things To Do Before A Teacher Conference

Below is a list of things you can do before requesting a conference. Many times conferences will require you to try a number of the solutions below, so why not give them a try before requesting a conference.

- **Communicate in your child's planner.** Ask the teacher to sign your child's planner daily or send a note in the planner if he has not done what's required in class. The planner is a wonderful tool to use to communicate with your child's teachers. As a parent, make it a requirement that your child copy everything from the board that is done in class. Be sure to ask for your child's planner everyday at home so that you can check what's been done in class and keep up with upcoming tests, deadline dates, projects, homework, etc. Teachers are required to indicate on the board the daily agenda, homework, deadline dates, etc. Also, tie some consequences to the task of your child writing in their planners daily. The consistency of you checking and making the planner a priority is the only way this strategy will work.
- **Check Parent Portal for grades.** Be sure to check the portal to see if your child has completed his /her assignments, homework, projects, etc. Inquire as to why your child may have incomplete assignments and grades.
- **Contact the teacher via email.** Every teacher's email address is located in the "Faculty/Staff" section of this website. Please place your child's name in the subject area of the email and give the teacher at least 24 hours to respond.
- **Discuss with your child everyday** the assignments and homework he/she has and what is being covered in class. Be sure to check homework assignments for correctness and completion.
- **Organize your child's backpack.** Many times, the lack of organization will cause a child to obtain low grades. Not writing down assignments or homework, forgetting to study notes, lost homework, study guides, etc. are some of the many results of a disorganized child's backpack. Sit down with your child and help him/her organize his/her notebook, backpack. Teach your child a system of how to keep up with graded assignments, materials, and using their planner appropriately.
- **Check the curriculum online.** Visit the section on the school's website to check the pacing guide and curriculum that all teachers are using in Caddo. These guides will indicate what topics the teachers are teaching. You may google the topics along with specific grade levels to retrieve many resources on the topic such as videos, study guides, interactive sites, etc. that you can use at home for review with your child.
- **Check to see if books are available.** Check with the teacher to see if there are extra textbooks available for you to use at home with your child. Many textbooks have an online version that is free with a code. Contact the API for more information about receiving a code.

**If you some or all of the suggestions above, you may find that there is no need for a teacher conference.**