

Checklist for Initial Phone Calls about Student Problems or Issues.

Student Name: _____ Parent/Guardian: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Problem/Issue: _____

Make notes about some of the following important points you might cover in the phone call:

1. Start the phone call with a statement of concern.
2. Describe the behaviour that prompted this phone call. Be specific.
3. Describe the steps that you have taken to solve the problem.
4. Ask for parent input.
5. Present your solutions to the problem or issue in terms of what you will do and what the parent will do.
6. Express confidence in your ability to solve the problem or issue.
7. Explain to parents that there will be follow-up communication from you.

Parent Conference Checklist

Checklist for Problem-Solving Conferences about Student Problems or Issues.

Teacher: _____ Year Level/Grade: _____ Date of Conference: _____

Student Name: _____ Parent/Guardian: _____

Problem/Issue: _____

Make notes about some of the following points you might cover during the conference or meeting:

1. Begin conference with a statement of concern, updating the parent/s on the situation.
2. Describe the specific problem and present any documentation.
3. Describe what you have done to solve the problem.
4. Listen to parental input.
5. Seek parental input on how to solve the problem.
6. Determine a plan of action. Explain to the parent/s what you will do to help solve the problem or issue.
7. Discuss what you need the parent/s to do to help solve the problem.
8. Let the parent/s know that you are confident that the problem can be resolved.
9. Reassure the parent/s that there will be follow-up contact from you.