

Before the Conference

- Determine in-person, video conference, or phone call? Be flexible with conference formats.
- Schedule a time that is best for the family. Be considerate of work schedules.
- Share a planning form with families, so they can prepare for their time with you.
- Prepare students to lead part of the conference.
- Have work or benchmark samples ready to share with families.
- Consider what data you will share and how best to present it.
- Arrange for an interpreter for families' preferred language.

During the Conference

- Be sensitive.
- Listen.
- Ask questions.
 - What are your hopes and dreams for your child?
 - What are your student's strengths?
 - What concerns might you have?
 - How would you like to see your student progress in (grade/subject) this year?
- Include the student in the conference if possible.
- Set at least one goal with families. Be specific and target an area where families can have an impact such as attendance, work completion, or a specific skill.
- Make a plan with the family to support the child's learning.
- Model strategies or language that families might use to support their student.
- Make notes about what you discussed.
- Ask if families require support with any other needs—such as food, mental health services, etc.

After the Conference

- Share invitations for future engagement opportunities with individual families.
- Send out a brief survey to get feedback about conferences from families.
- Send any resources that were mentioned to the family.
- Follow-up with information about the student's goal as well as their progress.
- Share the family's needs with key people in your school such as your FRYSC coordinator, counselor, or mental health professional.
- Keep the conversation going! Two-way communication is key for family-school partnerships.