

Parent-Teacher Conference Checklist (Free Printable PDF)

"Parent-Teacher Conference Questions Every Parent Should Ask"

Includes editable note spaces + follow-up tracker to keep you organized.



What's Inside

- ✓ 25 Ready-to-Ask Questions
 - ✓ Editable Note Spaces
 - ✓ Follow-Up Tracker
-



Section 1: Academic Progress

1. How is my child performing compared to grade-level expectations?
➤ Notes: _____
 2. Which subjects seem to be their strongest — and which ones need improvement?
➤ Notes: _____
 3. What specific skills should we focus on at home?
➤ Notes: _____
 4. How are tests and assignments graded? Are there any missing or late submissions?
➤ Notes: _____
 5. How does my child handle new or challenging material?
➤ Notes: _____
-



Section 2: Classroom Behavior & Social Skills

6. How does my child get along with classmates?
➤ Notes: _____

7. Have there been any behavioral challenges or conflicts this semester?

➤ Notes: _____

8. How does my child participate during lessons or group work?

➤ Notes: _____

9. Does my child show respect toward teachers and peers?

➤ Notes: _____

10. Are there leadership opportunities or class roles my child enjoys?

➤ Notes: _____



Section 3: Virtual or Hybrid Learning Tips

11. How can I make sure my child stays engaged during online lessons?

➤ Notes: _____

12. What tools or apps does the class use for communication or homework?

➤ Notes: _____

13. If we have tech issues, what's the best way to contact the teacher?

➤ Notes: _____



Section 4: Support & Enrichment

14. What resources are available for extra help if my child is struggling?

➤ Notes: _____

15. Are there enrichment programs for advanced learners or special interests?

➤ Notes: _____

16. How can we collaborate on an IEP or 504 plan (if applicable)?

➤ Notes: _____

17. Do you recommend tutoring or after-school support?

➤ Notes: _____



Section 5: Communication & Homework

18. What's the best way to reach you if I have questions (email, portal, app)?

➤ Notes: _____

19. How often will I receive progress updates or feedback?

➤ Notes: _____

20. What's your policy on late or incomplete homework?

➤ Notes: _____

21. How can I help my child manage time and stay organized?

➤ Notes: _____



Section 6: Social & Emotional Learning (SEL)

22. How does my child handle frustration, anxiety, or peer pressure at school?

➤ Notes: _____

23. What strategies do you use to build emotional resilience in class?

➤ Notes: _____

24. Are there social-emotional programs or activities we can support at home?

➤ Notes: _____



Section 7: Follow-Up Tracker

Concern / Topic	Action Step	Responsible (Parent/Teacher)	Check-In Date	Status
e.g., Reading Comprehension	Practice 15 mins daily	Parent	Nov 15	☐ Done
e.g., Group Participation	Encourage in-class speaking	Teacher	Dec 1	☐ Done



Tip: Schedule a 4–6 week follow-up to check progress on any ongoing goals.

Bonus Tips

- Print two copies: one for you, one for the teacher.
- Keep a photo of the filled sheet in your phone for easy reference.
- For virtual meetings, type directly into the editable fields before saving as PDF.

wholesyllabus.com