

CLASS PARENTS

DUTIES DURING PARENT TEACHER CONFERNCES

- 1.** Bring early pass and get to PS 196 by 12:55 for afternoon conference or 5:55 for evening conference.
- 2.** Bring watch with 2nd hand or timer, as well as a drink and/or snack for yourself.
- 3.** Ask teacher for notepad and pen for parents to sign in.
- 4.** Ask each parent to sign their name and child's name on sheet.
- 5.** During November conference, you can collect \$10 per child for holiday gift. If there are two teachers in the class the collection is \$20 per child (this should have been mentioned in the letter that you sent out to parents regarding holiday gift collection).
- 6.** Meetings with teacher are first come, first served, except for Kindergarten, 1st 2nd and 3rd Grade where parents have specific appointments (teachers will give you names and appointment times.)
- 7.** Each parent is given 10 minutes to meet with teacher. Knock on door after 10 minutes is up; this will let the teacher know this parent's time is up. If a parent does not come out after another minute knock again. Sometimes teachers go over the time limit. Just ensure that they aren't running too late.
- 8.** When all parents have finished their conferences, leave sign-in sheet with the teacher.