

CLASS PARENTS
DUTIES DURING PARENT TEACHER CONFERENCES

1. Bring early pass and get to PS 196 by 12:55 for afternoon conference and 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 (and mention this in the letter that you send out to parents for holiday collection gift).
6. Meetings with teachers are on a first come, first served basis, except for Kindergarten, 1st, 2nd and 3rd grade where parents have specific appointments. The teachers will give you a schedule to follow.
7. Each parent is given 10 minutes to meet with the teacher. Knock on the door after 10 minutes is up. If a parent does not come out after another minute, knock again. Sometimes the teachers go over the time limit. Just be sure that they aren't running too late. All evening conferences MUST end by 8:00pm.
8. When all parents have finished their conferences, leave sign-in sheet with the teacher.