

**CLASS PARENTS**  
**DUTIES DURING PARENT TEACHER CONFERENCES**

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 2<sup>nd</sup> 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 \$5 per child for holiday gift (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, 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> Grade where parents have specific appointments (teachers will give you names and appointment times.)
7. Each parent is given 5 minutes to meet with teacher. Knock on door after 5 minutes; this will let the teacher know this parent's time is up. If 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.