



TIPS FOR GREAT PARENT-TEACHER COMMUNICATION

LET TEACHERS KNOW WHO YOU ARE AND HOW THEY CAN REACH YOU

Make it clear from the start that you want to work as a partner in your child's education.
(If your contact information changes, update teachers.)

ASK TEACHERS HOW THEY PREFER TO COMMUNICATE WITH YOU

Write down contact information for each of your child's teachers. Ask what works best for them -- for example, communication by phone, email or notes sent in your child's folder or backpack. Also, find out if teachers have a newsletter, classroom website or other tool they use to pass along information about assignments, day-to-day activities and special events.

SHARE IMPORTANT INFORMATION ABOUT YOUR CHILD

Let teachers know about any health conditions, past academic challenges, family issues or life changes that may affect your child's behavior or performance at school. Share information about your child's strengths, too.

KEEP COMMUNICATIONS BRIEF

Try to keep emails, notes or letters short and to the point. Most teachers welcome -- and are happy to respond to -- communications from parents. But their time may be limited. If you have a serious concern, make an appointment to talk in person or by phone.

BE RESPECTFUL

What you say and how you say it (or write it) can help set the right tone. When communicating with teachers, stay calm and focus on the facts. Avoid accusing or blaming. Devote your energy to working together. For example, if you're upset about a grade your child received, don't say, "He failed because you didn't teach him." Instead you could say, "I'm concerned about this grade. Why do you think he's struggling? Do you think he may need extra help? How can I help him study?" Thank the teacher for taking the time to listen and respond to your concerns.



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LISTEN WITH AN OPEN MIND

Remember that, like you, teachers want your child to do his or her best in school. If a teacher raises concerns about your child's academic performance or behavior, try not to become defensive or angry. Together, work on finding solutions to help your child. Then ask questions about anything you don't understand. Be sure to follow up with the teacher regularly to be sure things are getting better. If the problem continues, ask if a counselor, principal or other school staff member can work with you and your child's teacher to solve it.

MAINTAIN A PROFESSIONAL RELATIONSHIP

Don't ask to "friend" or connect with teachers on social media. Teachers might not feel comfortable with this type of contact. And school district policies may prohibit teachers from communicating with parents or students in this way.

GET THE MOST FROM PARENT-TEACHER CONFERENCES

Most schools schedule parent-teacher conferences at regular intervals during the school year. But you can request a conference with a teacher any time you have concerns about your child. Prepare for the conference and during, listen carefully and take notes. Share your thoughts, too. Ask how you can best support your child's academic efforts.

BECOME A VOLUNTEER

Helping out in your child's classroom or school is a great way to build a closer relationship with teachers.

MONITOR YOUR CHILD'S SCHOOLWORK

Check assignments and grades regularly to be sure your child is doing their best. Follow up with your child's teacher with any concerns.

REMEMBER SCHOOL IS MORE THAN ACADEMICS

If you have any questions about bullying at school or how your child is getting along with others, don't hesitate to ask teachers for their insight.