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Conference Guiding Questions

Help guide your team through a discussion using these questions concerning conferences. This document can be used in conjunction with the School-Wide Planning Tool, which incorporates staff needs, is available on the WPS Family Engagement Portal→ Parent-Teacher Conferences.

**Location**

What is the best location in the building for conferences to be held for families?

Where will we place interpreters?

**Expectations**

How will we communicate to families our expectations for their attendance?

What is the plan for home visits?

When is it appropriate to schedule a home visit?

When is a phone call conference appropriate?

**Scheduling**

How can siblings be best scheduled?

How much time should be left so families can ask questions?

**Notification and Reminders:**

What is the timeline for distributing notification and reminders to families?

**Conference Content and Materials/Handouts**

What academic information will we share with families?

What behavioral information will we share with families?

What information or tools will we share with families to help them support learning at home?

**Set-up**

How will families know where to go?

**Parent Feedback**

How will we survey our families for feedback?

**Following Up**

How will we follow up with families who do not attend or who have additional concerns?

**Any other questions that need to be discussed**