Welcome to Open School Week!

TIPS FOR MAKING THE MOST OF YOUR PARENT-TEACHER CONFERENCE

At parent-teacher conferences you will meet individually with your child’s teacher(s).

Teachers will share

- what your child is expected to learn and how she or he is meeting those expectations
- what special help or services the school offers to support your child’s learning
- how you can encourage your child’s learning at home
- how you and the teacher can work together to help your child.

The conference is also an opportunity for you to ask questions and discuss any concerns you may have.

How you can prepare for the parent-teacher conference:

- ask your child how he or she feels about classes, assignments and school; together, prepare a short list of questions or concerns that you can raise with the teacher
- make arrangements so you can be on time for your meeting; if possible, make child care arrangements for young children.

Here are some questions that you might want to ask the teacher(s)

- What topics will be taught this year? What are some important skills that my child will have to master?
- In what areas is my child doing well? In what areas is my child having difficulties?
- Does my child participate in class activities and discussions? Does she or he do the homework assignments?
- How much time do you expect to be spent on homework? Do you assign homework every day? Are there any special projects or long-term reading assignments?
- What are the standardized tests in my child’s grade or subject? When are they given? How will I be informed of the results?
- Is tutoring or other extra help available at school?
- What determines the grade my child will get in this class or subject?
- How can I get in touch with you?

Think about what you can tell teachers that will help them understand your child better, such as your child’s:

- favorite or best subjects
- special interests, skills, talents and hobbies
- study habits
- medical conditions, family situation or any problems that can affect learning, attendance or behavior
- any resistance to going to school.

Tailoring support for your child:

What’s offered in the typical class may not meet the needs of every child. **New York City public schools offer many programs and services to help different kinds of learners learn.** If you think your child needs special support, ask the teacher what is available. Options may range from enrichment classes for gifted and talented students or extra help in small groups, to programs for English language learners and support services from social workers or speech or language teachers. **Talk to the teacher about your child’s special needs.**

If your child is receiving special education services, his or her school program is based on an individualized education program (IEP). Make sure you have a copy of the current IEP and ask your child’s teacher if she or he has a copy (the law requires that she or he does). If your child is not receiving the services he or she is entitled to, you should let the UFT know (212-701-9499); the ARISE Coalition is also a resource to which you can turn (212-822-9523).

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The UFT’s Dial-A-Teacher Offers Homework Help  
The UFT sponsors a homework help program called Dial-A-Teacher. Classroom teachers answer homework questions at 212-777-3380, Monday through Thursday, from 4 to 7 p.m. during the school year. They can also answer parents’ questions and give advice on how you can help your child at home.  
The staff speaks eight languages: Bengali, Chinese (Mandarin, Cantonese and Fukanese), English, French, Haitian-Creole, Russian, Slovak and Spanish.  

UFT Parent Support  
The UFT’s parent and community outreach is led by Director for Community and Parent Outreach Anthony Harmon, who works out of the union’s main office. In addition, the UFT offers support to parents in every borough. Workshops, networking and informational meetings are scheduled for groups and one-on-one. To find out what’s available and to ask other questions, contact the UFT borough office in the borough where you live or where your child attends school.  

Here is best way to reach our community and parent liaisons:  

**Bronx**  
Nick Cruz  
Bronx UFT Office  
2500 Halsey Street  
Bronx, NY 10461  
718-862-6074  
cmpu@ufts.org  

**Brooklyn**  
Betty Zohar  
Brooklyn UFT Office  
335 Adams St., 25th Fl.  
Brooklyn, NY 11201  
718-722-6936  
bzohar@ufts.org  

**Manhattan**  
Francine Streich  
Manhattan UFT Office  
52 Broadway, 10th Fl.  
New York, NY 10004  
212-701-9464  
fcstre@ufts.org  

**Queens**  
Rose Walker-Yates  
Queens UFT Office  
97-77 Queens Blvd., 5th Fl.  
Rego Park, NY 11374  
718-275-4400  
_rwalker@ufts.org  

**Staten Island**  
Joan McKeever-Thomas  
Staten Island UFT Office  
4456 Amboy Road  
Staten Island, NY 10312  
718-605-1400  
jmck@ufts.org  

More information and resources are available on the UFT website: www.uft.org/parents  

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Dear parent,  
The United Federation of Teachers, the collective voice of your child’s teachers and all the educators of New York City’s school system, is pleased to offer these resources to you.  

Our Dial-A-Teacher program and our parent and community liaisons are here to help you. On the reverse side of this flyer, we offer some tips for getting the most out of parent-teacher conferences. We know that educators and parents working together can secure the best future possible for our children.  

Sincerely,  
Michael Mulgrew  
UFT President  

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