

SOP Template: Procedures for Teacher-Parent Communication Before the Meeting

This SOP details **procedures for teacher-parent communication before the meeting**, including scheduling the meeting, preparing discussion points, sharing relevant student progress information, setting clear objectives, providing necessary documents in advance, and outlining expected outcomes. The goal is to ensure effective, organized, and transparent communication that fosters collaboration and supports student development.

Procedures

1. Initial Contact & Meeting Scheduling

- Contact the parent/guardian via their preferred method (e.g., email, phone, school portal) to propose a meeting.
- Offer multiple date and time options, allowing flexibility for parent schedules.
- Confirm meeting details (date, time, location/virtual platform) once agreed upon.

2. Prepare Discussion Points

- Identify key topics to discuss based on student performance, behavior, and any concerns or achievements.
- Solicit concerns or topics from the parent in advance, if appropriate.
- Organize an agenda outlining the main points for discussion.

3. Share Relevant Student Progress Information

- Gather the most recent student assessments, grades, work samples, and behavioral observations.
- Prepare a summary of the student's progress, strengths, and areas for improvement.
- Send this information to the parent at least 2-3 days before the meeting for their review.

4. Set Clear Objectives

- Define the purpose of the meeting with specific, measurable goals (e.g., address academic concerns, discuss enrichment opportunities, etc.).
- Communicate these objectives to the parent in advance, either within the agenda or through direct conversation.

5. Provide Necessary Documents in Advance

- Send required documents such as the agenda, student progress reports, behavior logs, or any forms that might be discussed or signed during the meeting.
- Clearly label and organize documents, and provide short summaries if needed for context.

6. Outline Expected Outcomes

- Inform the parent of the desired outcomes or decisions to be made during the meeting (e.g., action plans, support strategies, follow-up dates).
- Encourage the parent to prepare questions, comments, or input regarding these outcomes before the meeting.

Responsibilities

- **Teacher:** Initiate communication, prepare materials, and ensure clear, timely information is shared.
- **Parent/Guardian:** Respond to scheduling requests, review provided materials, and prepare discussion points or questions.

Expected Outcome

Both parties enter the meeting informed, prepared, and aligned on objectives, allowing for a more productive and collaborative conversation that benefits the student's development.