

Parent-Teacher Meeting Question Checklist

Tick the questions you want to ask, so five rushed minutes still cover what matters most.

Child's Name: _____ Class/Section: _____ Meeting Date: _____

1. Academic Progress

- ☐ Which subject or topic has been most challenging for my child this term?
- ☐ Is there a gap between their effort and their results I should know about?
- ☐ How does their performance compare to earlier in the year?
- ☐ Are there specific chapters or concepts they should revisit before the next test?

2. Behaviour & Participation

- ☐ How do they participate in class compared to other students?
- ☐ Do they ask questions or seek help when they're stuck?
- ☐ How do they get along with classmates and group work?
- ☐ Have you noticed any recent change in mood, energy, or attention?

3. Study Habits

- ☐ Do they complete and submit homework on time and to a good standard?
- ☐ Do they seem prepared for tests, or are they cramming last-minute?
- ☐ Is there a study habit you'd recommend I reinforce at home?

4. Next Steps

- ☐ What's one thing I could focus on at home that would help most right now?
- ☐ Should we check in again before the next scheduled PTM?
- ☐ Is there a resource, book, or extra practice material you'd recommend?

My Top 3 Questions for Today

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____