

PARENT-TEACHER CONFERENCE FORM WITH STUDENT

Student name _____

Parent name _____ Date _____ Time _____

Teacher _____

How will the conference be conducted? ___ In person ___ Online ___ On the phone

PURPOSE OF THE CONFERENCE (CHECK AS MANY AS APPLY)

_____ scheduled parent-teacher conference

_____ student achievement issue

_____ parent-initiated

_____ discipline issue

_____ social/emotional issue

WHAT IS THE DESIRED GOAL OF THE CONFERENCE?

WHAT DATA WILL I OR THE STUDENT SHOW THE PARENT?

Student work, discipline referrals, student planning documents?

WHAT QUESTIONS NEED TO BE ASKED? WHAT ISSUES NEED TO BE DISCUSSED?

WHAT FOLLOW-UP TOOLS AND STRATEGIES WILL BE IDENTIFIED?