



STUDENT-FAMILY-TEACHER CONFERENCES



IT'S TIME FOR STUDENT-FAMILY-TEACHER CONFERENCES!

During these conferences families will have the opportunity to review the work that your child has completed in class, to hear about your child's goals, and to talk about how we can work together to meet those goals.

Date of Your Conference: _____

Time of Your Conference: _____

Place of Your Conference: _____

PROCEDURES FOR CONFERENCES

1. Your child will greet you at the classroom door, and you will sit down at a table together.
2. You and your child will read the conference letter that he or she has written together and discuss what your child has to say about his or her learning.
3. Your child will share his or her progress portfolios with you.
4. Your child will also share work samples from recent class sessions.
5. I will share my own observations and comments as appropriate, while your student is sharing information.
6. Together, we will all review your child's goals and the next steps he or she needs to take to work on the things that are hard for him or her.
7. I will share details on any upcoming events and activities.
8. If you want a few minutes alone with me at the end of the conference, we'll excuse your child so that we have private time to go over any additional concerns or questions.

TIPS FOR A GREAT CONFERENCE!

- Respond to your child during the conference (instead of to me).
- Focus on what your child can do, and encourage him or her to work on challenges.
- Provide specific feedback on your child's goals (rather than general feedback).
- Be sure to ask about anything you don't understand. We have a lot of special terms and abbreviations that we use at school that may be unfamiliar to you.
- In fact, if you have questions, you can encourage your child to say more about what he or she is showing you.
- Provide supportive comments throughout the conference.
- Ask your child ahead of time if there is anything in particular that he or she wants to show you or talk about. Be sure that we touch on that information in our conference.
- Please share suggestions and insights into your child and his or her education.
- Feel free to take notes of your own or to take notes with your child.
- After the conference, take the opportunity to praise your child for the work he or she has completed as well as for the pride he or she showed while sharing work with you during the conference.
- Return to your child's goals as the term progresses and ask your child to talk about how he or she is meeting the goals that you talked about during your conference.

RESPONSES, REPLIES, AND QUESTIONS

Please include any responses, replies, or questions you have about your child's work and progress below, and return this document to the school.

I'll use the information that you include to gather relevant work samples and information that will help in discussing your questions.