

Conference Preparation and Notes

Prepare for a conversation about a student, record family questions, and agree on specific follow-up actions. Keep completed copies according to your school privacy practices.

Student Name _____	Grade or Class _____
Teacher _____	Conference Date _____

Academic Strengths and Positive Habits

Areas for Growth and Support Needed

Recent Progress and Current Challenges

Teacher Observations

Conference Notes and Action Plan

Parent or Guardian Questions

Shared Concerns and Discussion Notes

Agreed Next Steps

Record a practical action for each person where relevant.

Teacher Action _____	Student Action _____
Family Action _____	Follow Up Date _____

Additional Notes