

# PLAN • ORGANIZE • COMMUNICATE

## CONFERENCE TIME MADE EASY!

A complete, no-prep conference kit with everything you need to plan, organize, and communicate for successful parent conferences!





# 80 PRINT AND GO RESOURCES



- Progress reports
- Parent questionnaires
- Conference sign up
- Confirmation forms
- Reminder notes
- Parent sign-in sheet
- Pre-conference checklist
- Parent brochures
- Scheduling pages
- Door signs & MORE!

# 30 EDITABLE CONFERENCE FORMS

## PRINTABLE CONFERENCE FORMS & CUSTOMIZABLE TEMPLATES

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### CONFERENCE MEETING NOTES

GRADES		BENCHMARK TESTING		
Reading		Subject	Student's Score	Target Score
Writing		Reading		
Math		Math		
Science		Writing		
Social Studies				

E = Excellent   S = Satisfactory   N = Needs Improvement   U = Unsatisfactory

WORK HABITS		BEHAVIOR		
Consistently follows directions		Respects self and others		
Uses class time wisely		Has a positive attitude		
Work is neat and organized		Respects property		
Schoolwork is turned in on time		Works well with others		
Homework is turned in on time		Works well independently		
Asks questions when necessary		Problem solves effectively		
Stays focused and on task		Is honest and trustworthy		

### COMMENTS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### CONFERENCE MEETING NOTES

GRADES		BENCHMARK TESTING		
		Subject	Student's Score	Target Score

E = Excellent   S = Satisfactory   N = Needs Improvement   U = Unsatisfactory

WORK HABITS		BEHAVIOR		

### COMMENTS



# CHOOSE FORMS TO FIT YOUR NEEDS

Choose from single term progress reports

Or all four quarters on one progress report

STUDENT <i>snapshot</i> <<<<	
Student Name: _____	
Teacher: _____	Marking Period: _____
GRADES	BENCHMARK TESTING
Reading	Subject
Writing	Student's Score
Math	Target Score
Science	Reading
Social Studies	Math
STRENGTHS	CONCERNS
<input type="checkbox"/> Organized and neat <input type="checkbox"/> Asks for help when needed <input type="checkbox"/> Perseveres through challenging tasks <input type="checkbox"/> Stays on tasks and works independently <input type="checkbox"/> Follows directions and listens attentively <input type="checkbox"/> Shows respect to self and others <input type="checkbox"/> Works well in groups	<input type="checkbox"/> Struggles to stay organized <input type="checkbox"/> Does not ask for help when needed <input type="checkbox"/> Difficulty staying on task and working independently <input type="checkbox"/> Is easily frustrated <input type="checkbox"/> Struggles with following directions <input type="checkbox"/> Disrespectful to self and/or others <input type="checkbox"/> Struggles with working in groups
COMMENTS	
<div style="border: 1px solid black; height: 80px;"></div>	

STUDENT <i>snapshot</i> <<<<																					
Student Name: _____	Date: _____																				
WORK HABITS	GRADES																				
<input type="checkbox"/> Consistently follows written and oral directions <input type="checkbox"/> Uses class time wisely <input type="checkbox"/> Work is neat and organized <input type="checkbox"/> Schoolwork is turned in on time <input type="checkbox"/> Homework is turned in on time <input type="checkbox"/> Asks questions when necessary <input type="checkbox"/> Stays focused and on task <input type="checkbox"/> Participates in class	Reading Math Writing Science Social Studies																				
BEHAVIOR	BENCHMARK TESTING																				
<input type="checkbox"/> Respects self and others <input type="checkbox"/> Has a positive attitude <input type="checkbox"/> Respects property <input type="checkbox"/> Works well with others <input type="checkbox"/> Works well independently <input type="checkbox"/> Problem solves effectively <input type="checkbox"/> Is kind and helpful to others <input type="checkbox"/> Is honest <input type="checkbox"/> Transitions appropriately	<table border="1"> <thead> <tr> <th>Subject</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Fluency</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reading</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Math</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Subject	Q1	Q2	Q3	Q4	Fluency					Reading					Math				
Subject	Q1	Q2	Q3	Q4																	
Fluency																					
Reading																					
Math																					
AREAS OF STRENGTH	AREAS FOR GROWTH																				
<div style="border: 1px solid black; height: 80px;"></div>	<div style="border: 1px solid black; height: 80px;"></div>																				

# CHOOSE FORMS TO FIT YOUR NEEDS

Student snapshots with criteria lists and easy-check boxes

STUDENT
snapshot
<<<<

Student Name:
Date:

WORK HABITS

- Consistently follows written and oral directions
- Uses class time wisely
- Work is neat and organized
- Schoolwork is turned in on time
- Homework is turned in on time
- Asks questions when necessary
- Stays focused and on task
- Participates in class

GRADES

Reading	
Math	
Writing	
Science	
Social Studies	

BEHAVIOR

- Respects self and others
- Has a positive attitude
- Respects property
- Works well with others
- Works well independently
- Problem solves effectively
- Is kind and helpful to others
- Is honest
- Transitions appropriately

BENCHMARK TESTING

Subject	Q1	Q2	Q3	Q4
Fluency				
Reading				
Math				

AREAS OF STRENGTH

AREAS FOR GROWTH

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Without criteria so you can add your own notes

STUDENT
snapshot
<<<<

Student Name:
Date:

WORK HABITS

GRADES

Reading	
Math	
Writing	
Science	
Social Studies	

BEHAVIOR

BENCHMARK TESTING

Subject	Q1	Q2	Q3	Q4
Fluency				
Reading				
Math				

AREAS OF STRENGTH

AREAS FOR GROWTH

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# EASILY SCHEDULE & CONFIRM

Forms include terminology for a variety of family situations

**>>> PARENT-TEACHER conferences**

Parent-Teacher Conferences are coming up! Please fill out and return this sheet to let me know the dates and times that will work best for your family. I will do my best to accommodate your schedule. Thank you!

Available Dates:


Student Name: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

1st CHOICE \_\_\_\_\_

2nd CHOICE \_\_\_\_\_

3rd CHOICE \_\_\_\_\_



**>>> PARENT-TEACHER conferences**


Dear Parents/Guardians,

Conference time is here, and I am excited to meet with you! During our conference, we will have time to discuss your student's progress in class, ways to help at home, and any topics or concerns you would like to address. Please find your scheduled conference time below.

\_\_\_\_\_ 's conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_.

Please return the bottom portion to confirm that you will be able to attend your scheduled conference, or to let me know if you need a different time.

I look forward to meeting with you!




Yes, I will be attending my student's conference at the scheduled time.

No, I will be unable to attend at the scheduled time.

Please provide dates and times you are available to reschedule:

Student's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_



**>>> CONFERENCE time is coming!**

Conferences are coming up! Please fill out and return this sheet to let me know if you would like to meet and the dates/times that will work best for you. I will do my best to accommodate your schedule. Thank you!

Available Dates:

Student Name: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

1st CHOICE \_\_\_\_\_

2nd CHOICE \_\_\_\_\_

3rd CHOICE \_\_\_\_\_

**>>> CONFERENCE time is coming!**

Conferences are coming up! Please fill out and return this sheet to let me know if you would like to meet and the dates/times that will work best for you. I will do my best to accommodate your schedule. Thank you!

Available Dates:

Student Name: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

1st CHOICE \_\_\_\_\_

2nd CHOICE \_\_\_\_\_

3rd CHOICE \_\_\_\_\_

**CONFERENCE confirmation**


Dear Families,

Conference time is here, and I am excited to meet with you! During our conference, we will have time to discuss your student's progress in class, ways to help at home, and any topics or concerns you would like to address. Please find your scheduled conference time below.

\_\_\_\_\_ 's conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_.

Please return the bottom portion to confirm that you will be able to attend your scheduled conference, or to let me know if you need a different time.

Thank you, and I look forward to meeting with you!



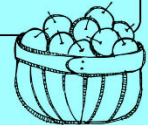
Yes, I will be attending my student's conference at the scheduled time.

No, I will be unable to attend at the scheduled time.

Please provide dates and times you are available to reschedule:

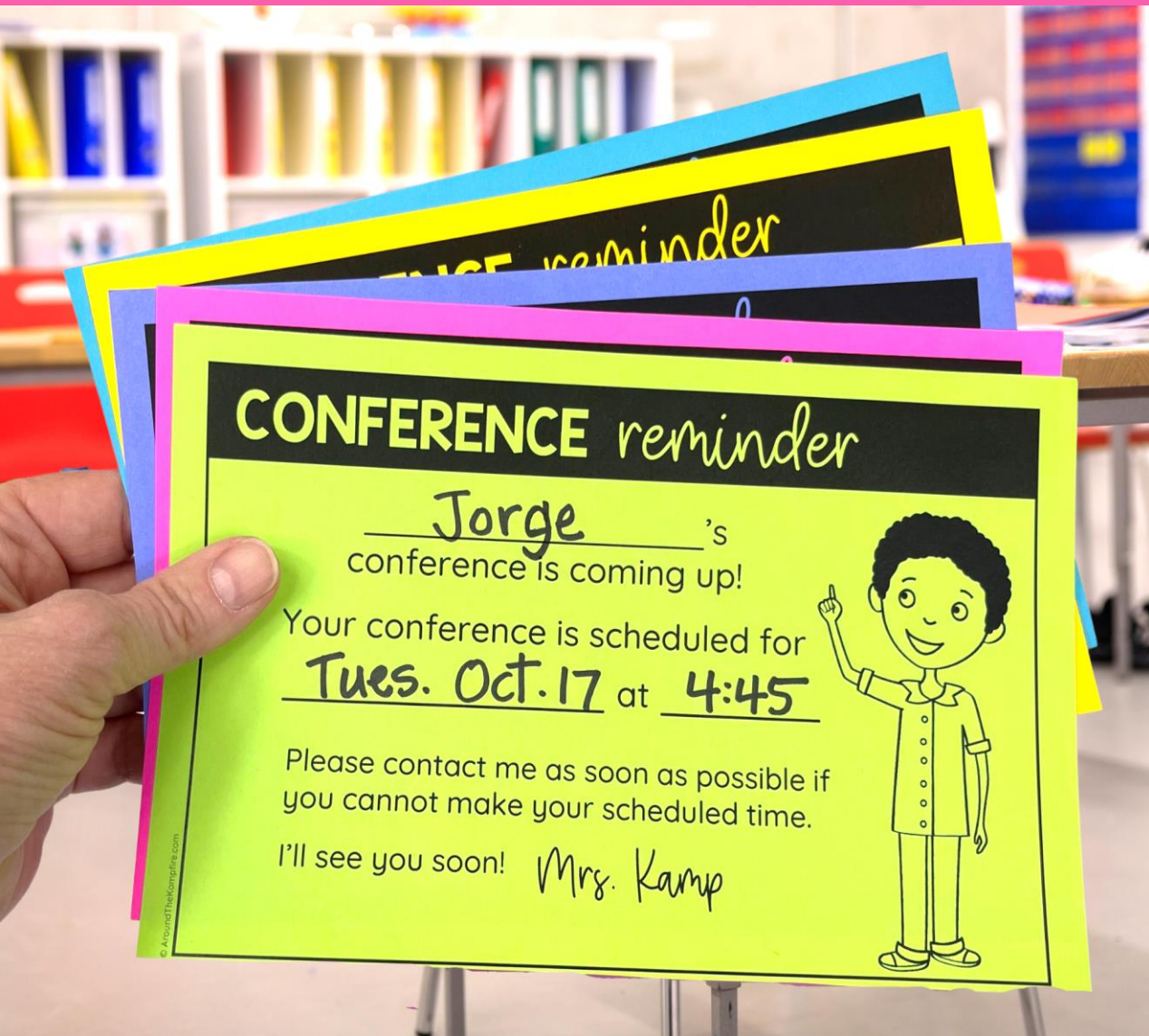
Child's Name: \_\_\_\_\_

Adult Signature: \_\_\_\_\_





# REMINDER NOTES

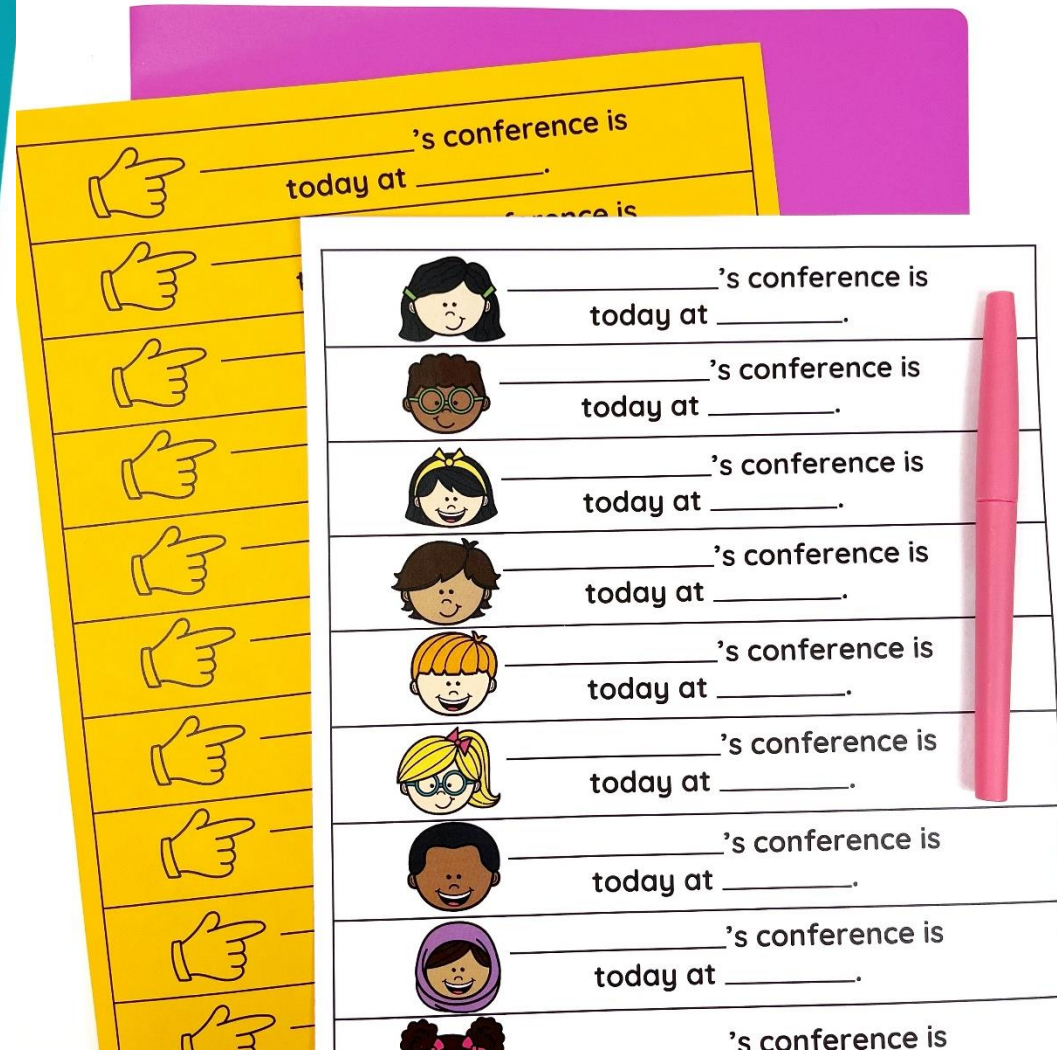


**Editable reminder notes in 2 styles help conferences run on schedule & asks parents to notify you of any changes**

# ADD YOUR CONFERENCE DATES



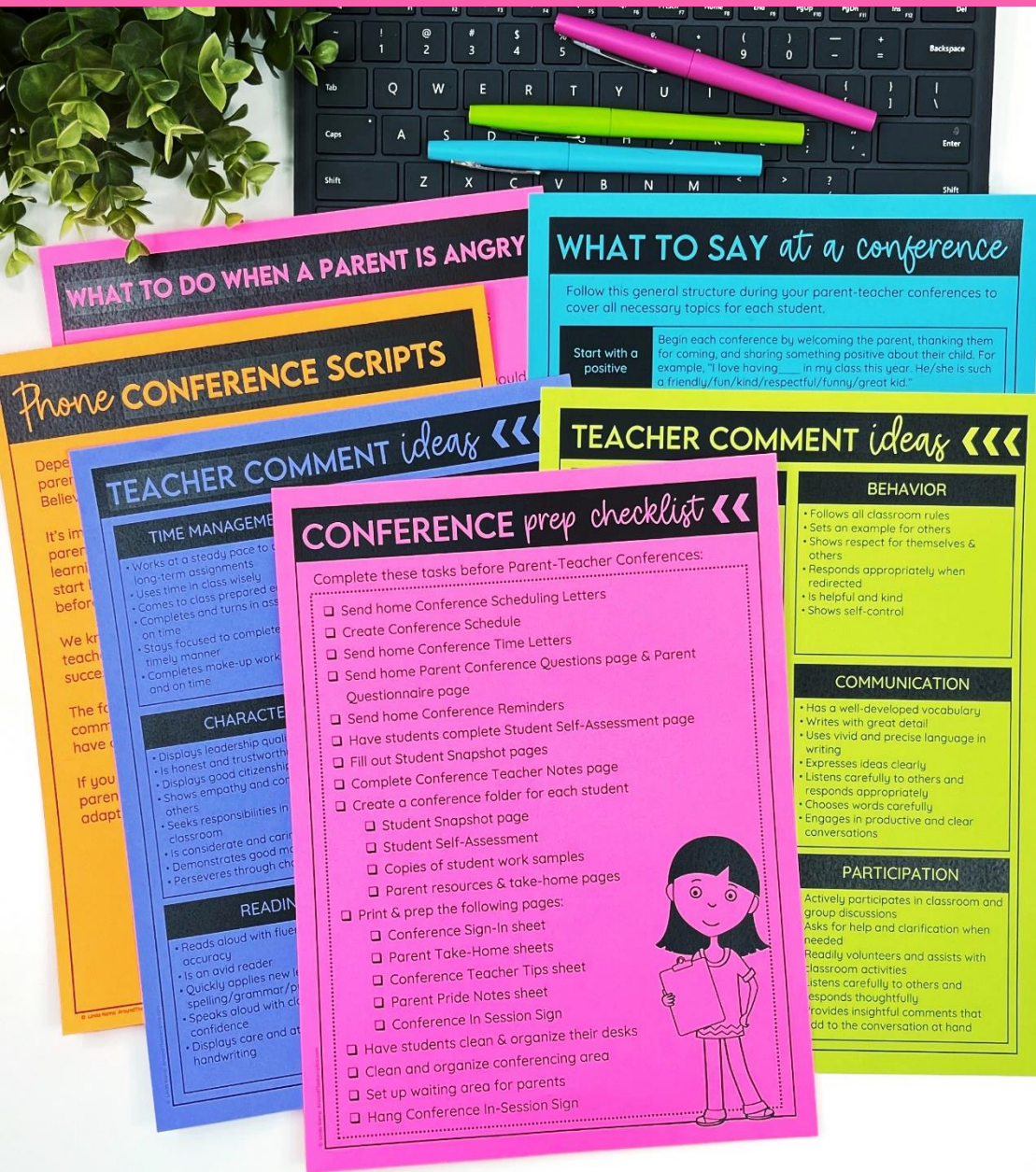
Add conference dates, custom messages, and your signature on the editable templates.



Use reminder bracelets in color and blackline for younger students.



# TEACHER SUPPORT TOOLS



## TIME-SAVING TEACHER TOOLS

- Conference outline with format to follow
- Teacher comment ideas
- Script of what to say
- How to have difficult conversations with parents
- What to do when a parent is angry



# PRE-CONFERENCE questionnaire <<

Student Name:

Your Name:

1. What are your student's strengths?  
\_\_\_\_\_
2. What concerns do you have about your student in school?  
\_\_\_\_\_
3. What is your student's attitude toward school?  
\_\_\_\_\_
4. What are your expectations of your student's teacher?  
\_\_\_\_\_

What do you want your child to achieve this school year?

What would you like to share with me?

**HELPFUL  
PRE-CONFERENCE  
QUESTIONNAIRES**

# PARENT questionnaire

Student Name:

Your Name:

1. What are your child's strengths?  
\_\_\_\_\_  
\_\_\_\_\_
2. What concerns do you have about your child in school?  
\_\_\_\_\_  
\_\_\_\_\_
3. What is your child's attitude toward school?  
\_\_\_\_\_  
\_\_\_\_\_
4. What are your expectations of your child's teacher?  
\_\_\_\_\_  
\_\_\_\_\_
5. What goals do you have for your child this school year?  
\_\_\_\_\_  
\_\_\_\_\_
6. Is there anything else you would like to share?



# PARENT SUPPORT TOOLS



**SEND-HOME  
SUPPORT FOR  
PARENTS**

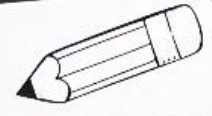
Parent brochure with tips for supporting learning at home and skill building in specific subjects



# STUDENT self-assessment



Rate yourself for each task.  
1 = I am not doing this yet. I need to work on it.  
2 = I do this sometimes.  
3 = I do this 100% of the time.



I turn in my class work on time.	
I do my homework each night.	
I try my hardest in class.	
I follow directions the first time they are given.	
I stay on task in class.	
I ask questions when I am confused.	
My work is neat and organized.	
My desk is neat and organized.	
I show respect to myself and others.	
I work well with others during group work.	



# STUDENT self-assessment

Color the stars to show how you are doing.  
1 star = I am not doing this yet. I need to work on it.  
2 stars = I do this sometimes.  
3 stars = I do this 100% of the time.



I turn in my class work on time.	★ ★ ★
I do my homework each night.	★ ★ ★
I try my hardest in class.	★ ★ ★
I follow directions the first time they are given.	★ ★ ★
I stay on task in class.	★ ★ ★
I ask questions when I am confused.	★ ★ ★
My work is neat and organized.	★ ★ ★
My desk is neat and organized.	★ ★ ★
I show respect to myself and others.	★ ★ ★
I work well with others during group work.	★ ★ ★

# STUDENT REFLECTION SHEETS





# Make conference time EASY!

## PARENT-TEACHER CONFERENCE FORMS

EDITABLE FORMS REPORTS REMINDERS & MORE!



A complete conference kit with everything you need to feel confident and prepared for a successful parent conference season!