

Parent conference template

Child: _____ Date: _____ Guide: _____

Before the conference

- ☐ Child, classroom, date, who will attend
- ☐ Three observations to read aloud (dates)
- ☐ Two or three materials to discuss (state + last date)
- ☐ Care or attendance facts the family should hear once, calmly
- ☐ Questions for the family (home language, sleep, what the child talks about)

During

- ☐ What the family wants from this year
- ☐ What they notice at home
- ☐ Agreed next step at school
- ☐ Agreed next step at home (only if they want one)

After

- ☐ Summary sentence for the file
- ☐ Follow-up date
- ☐ Who sends the written recap if you recap