

Conference Planning Worksheet for Parents

Child's Name: _____

Grade: _____

Teacher's Name: _____

Room Number: _____

Conference Date: _____

Time: _____

I. Preparing for the Conference *(Please complete this section at home before the conference.)*

A. What I think my son/daughter does well at home:

B. What I think my son/daughter does well at school:

C. Questions I would like to ask the teacher:

D. One problem I would like to discuss with the teacher:

II. Action Plan: Ways the teacher, my child, and I can work together to improve academic progress.
(Complete this section with the teacher at the conference.)

A. What the teacher will do at school:

B. What we will do at home:

C. How we will check our progress (e.g., notes, telephone call, follow-up conference):
