

## **Parent-Teacher Conference Checklist**

- Sign up sheet for times sent home
- Names and times confirmed
- Reminder phone calls made (if needed)
- Meetings with support staff scheduled
- Prepare student folders
- Adult chairs and table set up
- Hang sign indicating room number, teacher's name, and schedule
- Arrange seating for parents' comfort outside of room
- Provision made to keep younger siblings occupied
- Beverages, candy, etc. set out



# Parent *Teacher* Conference Report

Student \_\_\_\_\_

Date \_\_\_\_\_

Person in Attendance \_\_\_\_\_

Time \_\_\_\_\_

**E= Excellent**

**N= Needs Improvement**

**S= Satisfactory**

**U= Unsatisfactory**

## Work Habits

Listens	
Follows Directions	
Works Independently	
Works Neatly	
Completes Work on Time	
Works Accurately	

Student's Effort and Academic Progress:

Blank area for student's effort and academic progress.



## Attitude

Gets along well with others	
Cooperative	
Self-controlled	
Cares for material	
Respectful to all authority	

Student's Behavior and Social Skills:

Blank area for student's behavior and social skills.

Parent Questions:

Blank lines for parent questions.

Student Goals/Plans for Implementation:

Blank lines for student goals/plans for implementation.

Teacher Signature: \_\_\_\_\_

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