



PARENT-TEACHER CONFERENCE

Sharing Information for Student Success

Student Information

- Student Name:
- Grade:
- Teacher:
- Date:
- Conference Time:
- Number of School Transitions:
- Previous School:
- Transition: Mid-Year or End-of-Year
- Academic Gaps: YES NO
- Meeting within the first 10 days? YES NO

Academic Performance

Key Strengths:

Areas for Growth:

Behavior & Social Development

Positive Attributes:

Areas for Growth:

Action Plan & Goals

Collaborative strategies for supporting the student's learning and development include: Differentiated instruction, extra support, communication with parents, homework assistance, reinforcing concepts, communication with the teacher, etc.)

Specific Goals:

- **Teacher's Actions:**
- **Parents' Actions:**
- **Student's Actions:**

Next Steps

- **Follow-up Communication:** Email, Phone Call, Future Meeting Scheduled for: _____
- **Monitoring Progress:** How will progress toward goals be tracked?
- **Additional Resources:** Tutoring, Counseling, Special Education Services, MTSS

Teacher Signature _____

Parent Signature(s) _____