

Parent-Teacher Conference Worksheet

Preparing for the Conference
(Complete before the conference.)

Student's Name: _____

Parent(s)' Name(s): _____

Conference Date, Time, and Place: _____

Purpose of the Conference (General Progress, Specific Purpose): _____

Goal for the Conference (To be a successful conference, what will be accomplished?): _____

The Child's Strengths (In General or Related to This Issue): _____

The Child's Challenges (In General or Related to This Issue): _____

Examples of Student Work or Portfolio Needed: _____

Additional Documentation Needed: _____
