

Parent-Teacher Conference Notes

Fill out the preparation sections before the conference to keep the meeting focused and data-driven. Use the remaining sections to document the conversation and agreed-upon steps.

Student Name: _____ **Conference date:** _____ **Teacher:** _____

1. Student Strengths & Successes

Academic, social, or behavioral highlights to share first:

2. Academic Concerns

Specific skills, assessment data, or work habits needing attention:

3. Behavior Concerns

Classroom behavior, focus, or peer interactions to address:

4. Parent Questions & Input

Notes on what the family shares, their goals, or specific questions:

5. Action Plan

What are the specific next steps we are agreeing to take moving forward? (Teacher, Parent, and Student roles):

- ☐ Follow-up call needed
- ☐ Progress check in 2 weeks
- ☐ MTSS referral discussed
- ☐ Parent requested additional support