

Parent / Teacher Conference Form

Note: Parent/Teacher conferences may be used as an intervention prior to referral to the SAP or recommended as part of a SAP action plan. This sample form offers a guide through a documented conference discussion.

School Name: _____	Date: _____
Student: _____	Grade: _____
Parent/Caregiver: _____	Language: _____
Parent Contact Information (telephone #): _____	
Teacher(s) participating in conference (name and subject taught):	
1) _____	
2) _____	
3) _____	

<i>Strengths?</i>	<i>Concerns?</i>	<i>Ideas for parent/student?</i>
<input type="checkbox"/> Asks for help <input type="checkbox"/> Attends class every day <input type="checkbox"/> Comes prepared with materials <input type="checkbox"/> Comes to class on time <input type="checkbox"/> Completes homework <input type="checkbox"/> Does well on tests <input type="checkbox"/> Gets along with other students <input type="checkbox"/> Has positive attitude <input type="checkbox"/> Is respectful towards adults <input type="checkbox"/> Listens well <input type="checkbox"/> Participates in class <input type="checkbox"/> Solves problems <input type="checkbox"/> Thinks creatively <input type="checkbox"/> Other: _____	Student needs to: <input type="checkbox"/> Attend school every day <input type="checkbox"/> Be on time to class <input type="checkbox"/> Bring all materials <input type="checkbox"/> Remain seated during class <input type="checkbox"/> Complete class work <input type="checkbox"/> Participate appropriately <input type="checkbox"/> Communicate respectfully <input type="checkbox"/> Help others as needed <input type="checkbox"/> Be positive towards learning <input type="checkbox"/> Pay attention, focus <input type="checkbox"/> Complete homework <input type="checkbox"/> Other: _____ _____ _____	<input type="checkbox"/> 8-10 hrs of sleep; alarm clock <input type="checkbox"/> Attend After-School tutorials <input type="checkbox"/> Check homework log daily <input type="checkbox"/> Clean up backpack/locker <input type="checkbox"/> Daily Progress Report <input type="checkbox"/> Enroll in an after-school program <input type="checkbox"/> Get health check-up & follow up <input type="checkbox"/> Get phone #s of study buddies <input type="checkbox"/> Healthy breakfast & lunch daily <input type="checkbox"/> Obtain counseling: academic/social/emotional <input type="checkbox"/> Obtain/meet with adult mentor <input type="checkbox"/> Reward small improvements <input type="checkbox"/> Student Attendance Review Team <input type="checkbox"/> Student Success Team <input type="checkbox"/> Weekly Progress Report <input type="checkbox"/> Other: _____

Comments/Notes
_____ _____ _____

Signatures				
<table style="width: 100%;"> <tr> <td style="width: 50%;">Parent/Caregiver: _____</td> <td style="width: 50%;">Teacher(s): _____</td> </tr> <tr> <td>Student: _____</td> <td>Date: _____</td> </tr> </table>	Parent/Caregiver: _____	Teacher(s): _____	Student: _____	Date: _____
Parent/Caregiver: _____	Teacher(s): _____			
Student: _____	Date: _____			