How to Use:

These forms are for a student-led, team-prepared conference.

Before parent-teacher conference day:

- Have students complete the "student" form. They will honestly self-assess the past quarter and set a goal for the next quarter. This only takes most students about 10 minutes and can be done in homeroom.

- Together as a teaching team, complete one "teacher" form for each student. Discuss how the student does in each category in general across all classes. Check the box that best represents your collective answer to each row. If a student is very different in one class, have the group checkmark in one place, and then another with the word "Science" or that teacher's initials to show the discrepancy. This takes a lot of time, but it's definitely worth it.

A few strategies:
1. If possible, get through about 20 at lunch as you eat together each day for a week or two (depending on how many students you have)
2. Get together only with the teachers who have your own homeroom students. Try to get them all done in one evening.
3. If you cannot get together, pass the forms around the group. Check the boxes individually. Some boxes will have multiple checks. Then, the homeroom teacher will take that "draft" form and collect the average scores to create the final form that represents the whole team's responses.

During the parent-teacher conference:

- Give the student back his/her own form, then also pull out the teacher form.

- Ask the student to go over the responses aloud and review with you and their parent(s) what they said themselves for each and how it compares with what the teachers said in that category. Jump in to share any insight that may help (such as "we felt that your leadership skills are actually stronger than you think they are, because three of your teachers noticed times during group work that you…")

- Leave time for parent questions and additional comments from all parties.

Benefits

- Parents get input from all teachers without having separate conferences.
- Students get the benefits of self- assessment, but also get teacher feedback.
- Since students are usually very honest, they guide the explanations and take accountability.
- The forms keep the agenda for the conference clear and straightforward.
- The forms offer structure for those "easier" conferences, where sometimes people feel like there is nothing to say. Even when the child is doing fine, he/she deserves to see feedback, set goals, and review strongest and weakest areas.

Teacher Conference Form

Student Name: _____

	needs improvement	could use minor adjustments	good	top few in the class
Organization (binders, locker, desk, etc.)	☐	☐	☐	☐
Homework Completion (including timeliness)	☐	☐	☐	☐
Effort	☐	☐	☐	☐
Time Management	☐	☐	☐	☐
Preparedness	☐	☐	☐	☐
Quality of Work	☐	☐	☐	☐

	needs improvement	could use minor adjustments	good	top few in the class
Leadership	☐	☐	☐	☐
Character & Conduct	☐	☐	☐	☐
Participation	☐	☐	☐	☐
Respect for Teachers	☐	☐	☐	☐
Respect for Classmates	☐	☐	☐	☐

	rarely	sometimes	usually	always
Asks for help	☐	☐	☐	☐
Shows a desire to learn	☐	☐	☐	☐
Follows directions	☐	☐	☐	☐
Uses class time effectively	☐	☐	☐	☐
Stays on task	☐	☐	☐	☐
Produces work that shows attention to detail	☐	☐	☐	☐
Is willing to tackle new challenges	☐	☐	☐	☐
Works well with a team	☐	☐	☐	☐
Makes mature choices	☐	☐	☐	☐
Handles emotions and new situations well	☐	☐	☐	☐

We are so proud of...

Our goals for you for the next quarter...

teachers

Student Conference Form

Student Name: _____

	needs improvement	could use minor adjustments	good	top few in the class
Organization (binders, locker, desk, etc.)	☐	☐	☐	☐
Homework Completion (including timeliness)	☐	☐	☐	☐
Effort	☐	☐	☐	☐
Time Management	☐	☐	☐	☐
Preparedness	☐	☐	☐	☐
Quality of Work	☐	☐	☐	☐

	needs improvement	could use minor adjustments	good	top few in the class
Leadership	☐	☐	☐	☐
Character & Conduct	☐	☐	☐	☐
Participation	☐	☐	☐	☐
Respect for Teachers	☐	☐	☐	☐
Respect for Classmates	☐	☐	☐	☐

	rarely	sometimes	usually	always
I ask for help when I need it.	☐	☐	☐	☐
I have a desire to learn.	☐	☐	☐	☐
I follow directions.	☐	☐	☐	☐
I use class time effectively.	☐	☐	☐	☐
I stay on task.	☐	☐	☐	☐
I produce work that shows attention to detail.	☐	☐	☐	☐
I'm willing to tackle new challenges.	☐	☐	☐	☐
I work well with a team.	☐	☐	☐	☐
I make mature choices.	☐	☐	☐	☐
I handle emotions and new situations well.	☐	☐	☐	☐

I'm most proud of…

My goals for the next quarter…