**Suggested Teacher Check List - Preparing for Conferences**

**Before**

* Inform parents about changes to the new reporting format (school and class notice)
* Letter grades or not?
* Send home a copy of the template for parents to review
* Discuss with students what the report template looks like and what the competencies are.
* Set up reporting template (teacher, student and school information)
* Prepare student self assessment
* Prepare term overview (optional)
* Share ‘what can you expect information’ with parents
* Prepare Portfolio/Student Work Samples
* Do self assessments with kids
* Goal setting process… what does it look like
* Complete all sections of the reporting document except for the goal setting section
* Prep/review questions to ask at conference
* Prepare parent feedback form (optional)
* Student role play before conferences
* Talk to colleagues. Maybe align report format/ conference model
* Determine conference physical set up
* Determine conference timing/timeline
* Discuss with support/SEA/ELL/prep/platooning teachers inclusion in conference
* Plan for students with IEPs
* Invite principals to conference if needed
* Create sign up for conferences and coordinate with the office
* Schedule breaks
* Set up the timer
* Paper and pen for parents and yourself to take notes
* Prep signage for classroom/hallway set up
* Know the first and last names of any adults that will attend the conference
* Ensure families know when to arrive

**During**

* Have a timer that is visible to parents
* Take your breaks
* Start with strengths. “What’s going well?”
* Emphasize competencies
* Discuss discrepancies between students self assessment and teacher assessment
* Teacher mediates goal setting at the end of conference.
* Student writes the goal
* Ask parents if they have any questions/concerns/feedback
* Listen
* Take notes on the conference template
* Send parents and student to the office with their document to be photocopied

**After**

* Submit reports to the principal to sign, photocopy and send home
* Follow up with action items from discussions. ‘To Do List’
* Reflect and dialogue with colleagues
* Follow up with any parent concerns or comments
* Make the student goals visible or easily accessible