

Sample Conferencing Timeline

September

A letter explaining a student inclusive conference and when they take place.

Front load students;

- running portfolio where all assignments are kept
- an explanation of the report card; core competencies, etc.
- after front loading, develop goals with students for first term based on previous year thoughts

2 weeks prior to dates;

- send home sign-up letter for parents via email or paper
- begin selection of assignments needed for viewing
- when students are up to date and have compiled their formal portfolio have them practice by role playing
- Core Competency self-assessment

Prior to conference time (teacher)

- table set for discussion - with lots of room
- portfolios for each student including samples of strengths and areas to improve

Conference Time

- 20-30 minute time slots for each student conference
- student takes parents on a tour of their learning for the term
- take notes as needed
- discussion of goals being met for this term and the setting of goals for next term

Post Conference Time

- build in a few minutes after each conference to collect your thoughts and notes and ready yourself for the next conference