**Sample Conferencing Timeline**

**September**

**Front load students;**

* Have an active portfolio where all assignments are kept
* A discussion of the report card; core competencies, goal setting etc.
* develop goals with students for first term

**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 \*can send home prior to conference if applicable

**Conference Time**

* 15-20 minute time slots for each student conference
* 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