

# Parent Teacher Conference Planning

Conference

Date: \_\_\_\_\_ with: \_\_\_\_\_

## Preconference Preparation

The issue/question/concern as I see it is:

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Ideas for addressing the issue:

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Actions we might consider:

Parent \_\_\_\_\_ Student \_\_\_\_\_  
\_\_\_\_\_

School \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_

Progress might look like:

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## Conference Review

We have agreed that the issue/question/concern is:

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We have agreed this issue can be addressed by:

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Actions we might consider:

Parent \_\_\_\_\_ Student \_\_\_\_\_  
\_\_\_\_\_

School \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_

We will stay connected and track progress by:

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We will have a follow-up conference or communication on:

Date: \_\_\_\_\_ with: \_\_\_\_\_

