

## **STUDENT LED PARENT/TEACHER CONFERENCE**

### **1. Pre-Conference Parent Information**

**A parent letter will be sent prior to the conference to include a parent questionnaire when appropriate, an invitation to attend the conference with date, time, and conflict alternatives.**

**Provisions will be made to disseminate information to the parents who cannot attend.**

### **2. Student Preparation and Evaluation**

**Samples of work from all subject areas, compiled by the student, will be placed in a portfolio. Additional information for inclusion by the teacher (e.g. missing homework, etc.) may be added.**

**Report card and test scores will be included when appropriate.**

### **3. Conference Information Format and Style**

**The student will be responsible for conducting the actual conference (useful to hold a practice session beforehand). Teacher will be available to answer questions, fill in any information or data as needed.**

### **4. Post-Conference Parent Information**

**A follow-up letter or note will be sent home. Questionnaire may be included for parent. Contact information should be included to reach the teacher later if needed.**

### **5. Post Evaluation**

**A follow-up session will be held between teacher and student to evaluate and set future goals. A follow-up session for all teachers is recommended to determine what worked, what can be improved, and over-all feedback.**