

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

Please note your conference is:

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

Time: \_\_\_\_\_

## Dear Parents/Guardians,

In preparation for our upcoming conference, please take a few minutes and jot down some ideas about your son or daughter. You might want to include accomplishments that take place outside of school as well as in school.

Yours truly,

\_\_\_\_\_  
(TEACHER SIGNATURE)

Any areas of strength, growth, accomplishments:

One or two areas you'd like to see improvement in:

One specific goal:

**P.S.** Please bring these notes to the conference for your own use.  
Please do not send this form back to the school



Headline:

Byline:

Dateline:

So far in \_\_\_\_\_ we have worked on the following:

I'm good at

I'm getting better at

I need to improve

Something I hope to do more of is

One word that describes my effort in class is

One thing I'd like to add is



Student \_\_\_\_\_ Term \_\_\_\_\_

Subject \_\_\_\_\_ Date \_\_\_\_\_

**Strengths/Accomplishments**

**Work samples to show**

**Areas needing improvement**

**A goal for next term**

**My closing statement:** The most important thing I want you to know is...



# Teacher Summary Sheet

Student: \_\_\_\_\_ Term: \_\_\_\_\_

Subject(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Areas of strength**

**Areas needing improvement**

**Additional notes:**

**Possible goal(s)**



Name: ..... Date: .....

I used to:

And now I:



To get better at \_\_\_\_\_, I could...

One thing I'm going to start doing is...

I'll start doing this on \_\_\_\_\_ and work on it until \_\_\_\_\_  
DATE DATE

One way I'll know I'm getting better is...



## Trash it!

Two reasons it should be trashed are...

If I did it over again I'd...

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## A First

The hardest part was...

The easiest part was...

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## Potential

I plan to keep working on this because...

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



**Criteria**

For	Met	Not yet met	I noticed...

Conference Requested	Question(s):
Date(s) received:	
Assessed by      teacher self partner other	Assignment:  Student:



**Criteria**

**Sample Match**

For

Closest match is sample # \_\_\_\_\_ because...


Conference Requested

Date(s) received:

Assessed by

- teacher
- self
- partner
- other

Question(s):

Assignment:

Student:



**Criteria**

**For**

**The next step is...**


Conference Requested	Question(s):
Date(s) received:	
Assessed by      teacher self partner other	Assignment:  Student:

