

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)

