

Parent-Teacher Conference Form

STUDENT'S NAME: _____ **DATE OF CONFERENCE** _____

SCHOOL: _____ **TIME BEGAN:** _____

TEACHER'S NAME: _____ **TIME END:** _____

PARTICIPANTS IN CONFERENCE: _____

PREVIOUS NOTIFICATION(S)

- Deficiency report(s) sent and returned, specify _____
- Previous conference(s) held, specify _____
- Phone call(s) to parent/legal guardian. Date(s) _____

PURPOSE OF CONFERENCE

FACTORS

The following are important factors when nonpromotion is a possibility. Utilization of this form during the parent-teacher conference may facilitate communication and yield a comprehensive picture of the child's situation. Check applicable factors, as appropriate.

	Present level of academic performance		Individual test results (where applicable)
	Standardized Tests		Language competency
	Teacher-Made Tests		Individualized Education Program (where applicable)
	Motivational maturity		Attendance
	Physical size		Transiency
	Social maturity		

PARENT'S COMMENTS AND SUGGESTIONS (AND RESPONSE TO POSSIBILITY OF STUDENT'S RETENTION)

TEACHER'S COMMENTS AND SUGGESTIONS

SIGNATURES _____