

Parent Teacher Conference

Notes

Parent-Teacher Conference Notes

Student Name _____ Date _____

Attending Parent/Guardians _____

Student Strengths

Areas for Improvement

1 of 2



Digital
&
Print

Parent-Teacher Conference Notes

Student Name _____ Date _____

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Student Strengths

Conferences Are Harder Without a System

- ✓ Trying to listen *and* take notes
- ✓ Forgetting key points afterward
- ✓ Scrambling to summarize later

Structured Conference Notes

Guides the Conversation as You Go

- ✓ Keeps the conversation focused
- ✓ Prompts strengths, concerns, and priorities
- ✓ Captures next steps in real time

Stay Focused. Stay Professional.

Use Print or Digital

★ Write or type notes during conferences

★ Print a final copy to review & sign

★ Send or file a clear record afterward

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Student Name _____ Date _____
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Student Strengths

Areas for Improvement

Grades

© The Response Standard 2020 1 of 2

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Student Strengths

Flexible. Professional. Efficient.