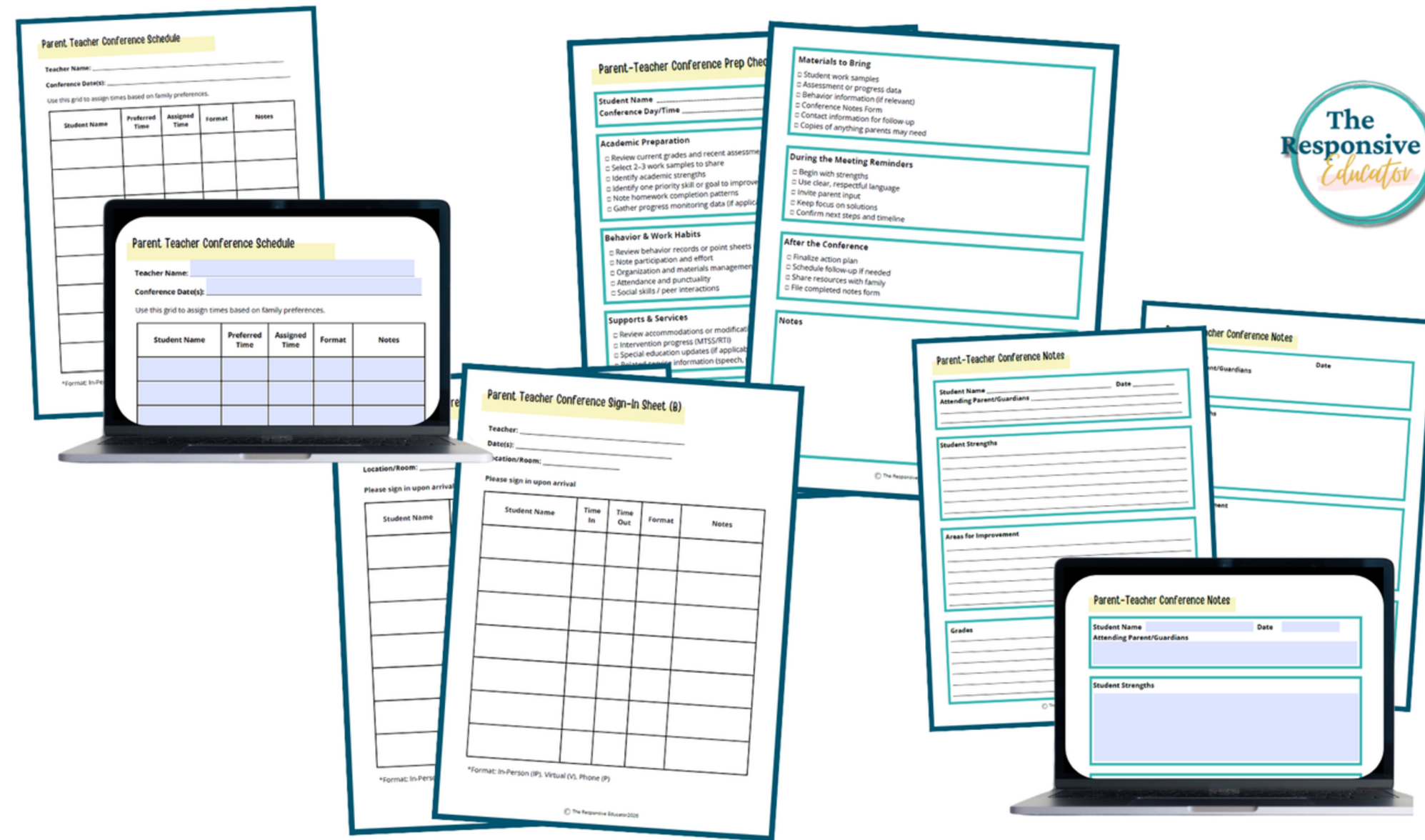


Parent Teacher Conference Teacher Prep & Documentation Bundle



Tools to Prepare,
Track, and
Document
Conferences

SCROLL
to take a look inside!

Includes schedule, prep checklist,
sign-in sheets, & conference notes

Managing Conferences Takes More Than One Tool

- ✓ Scheduling time slots and managing changes
- ✓ Taking notes, tracking follow-ups, and meeting documentation requirements
- ✓ Keeping everything organized before, during, and after conferences

★ **One System, Less Stress**

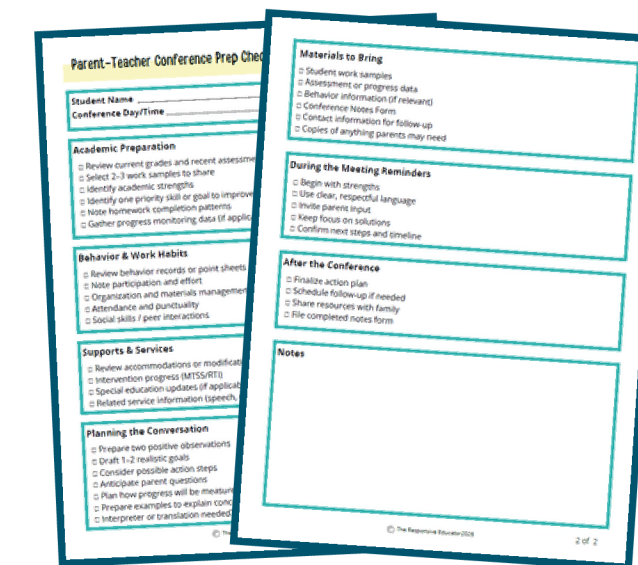
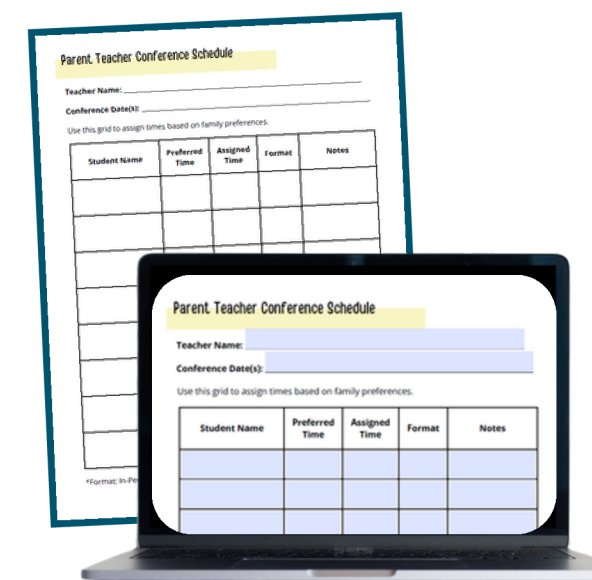
Why Clear Conference Documentation Matters

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- ✓ Conferences often lead to follow-ups, referrals, or action steps
- ✓ Notes help ensure consistency between teachers, families, and support staff
- ✓ Written documentation supports communication with admin and specialists
- ✓ Clear records reduce misunderstandings later

Included Teacher-Facing Forms

- Conference Schedule
(*print + editable/fillable*)
- Conference Prep Checklist
(*print only*)
- Sign-In Sheets
(*two versions, print only*)
- Conference Notes
(*print + editable/fillable*)

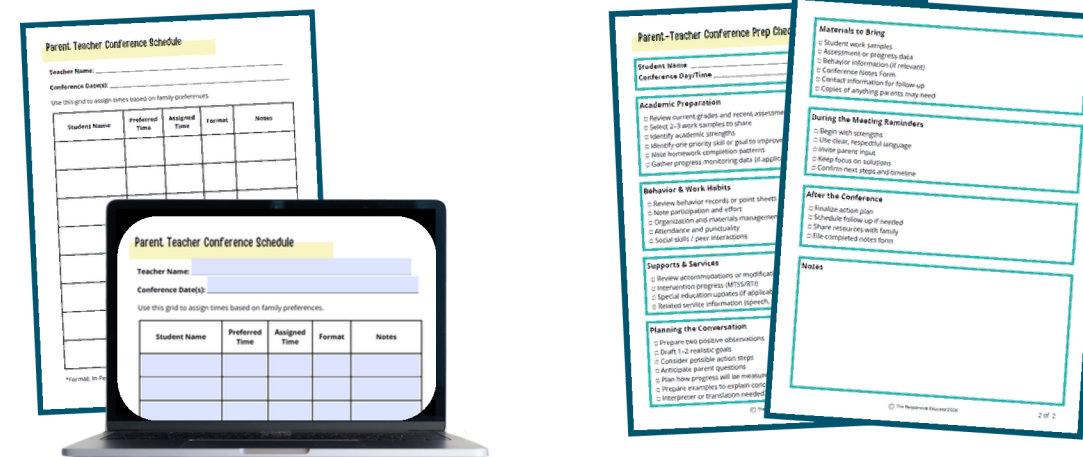


Use Before, During, & After Conferences

Each form supports a specific stage of the conference process

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➤ **Before:** Prepare ahead of time with organized schedules and checklists

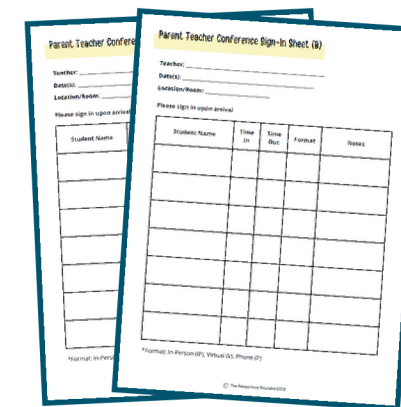


➤ **During:** Stay focused during conferences with clear note-taking tools



★ **Designed for the Full Conference Process**

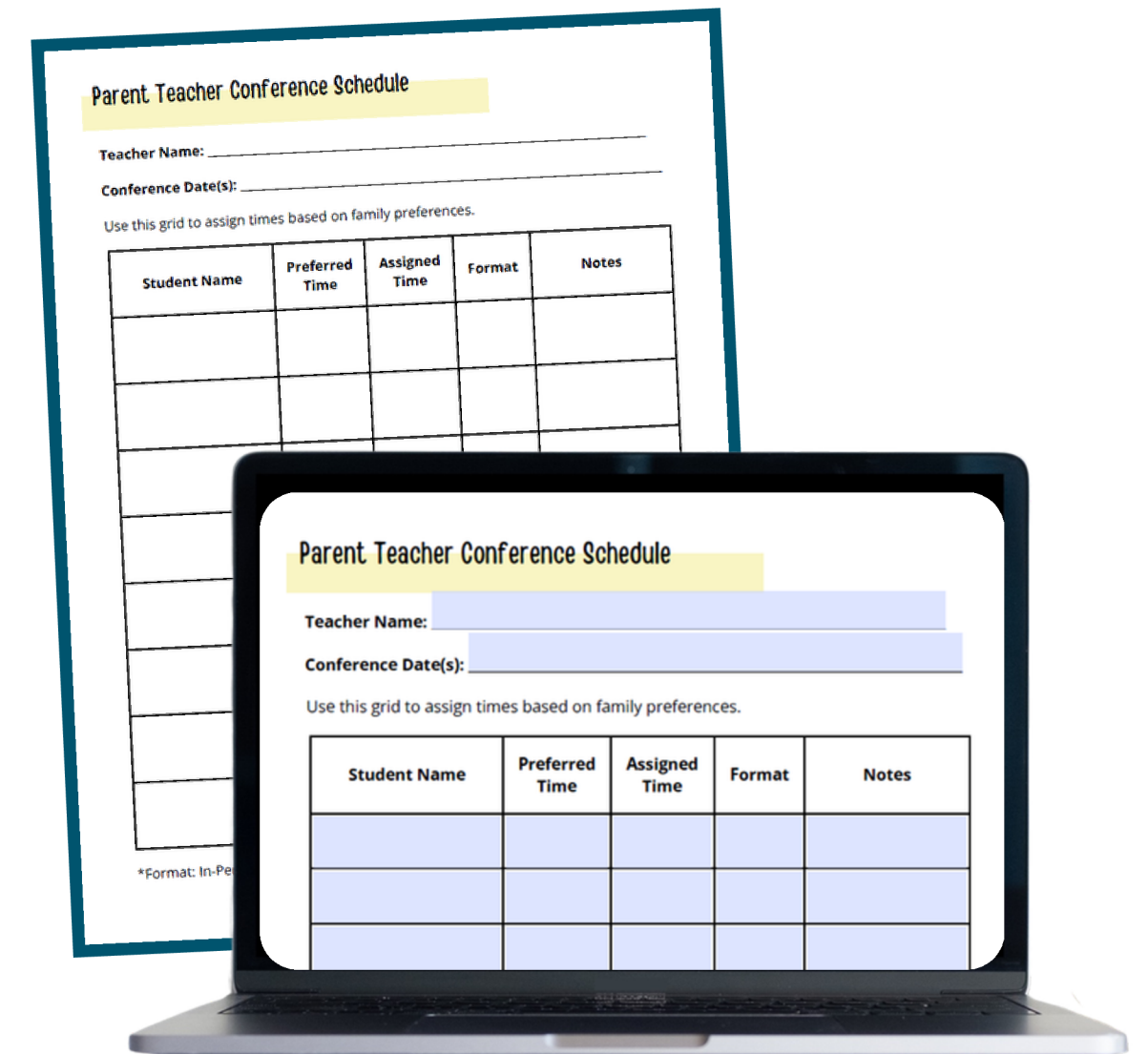
➤ **After:** Keep accurate records for follow-ups and documentation after meetings



#1 - Conference Schedule

Organize conference times, families, and attendance in one place

- Clear layout for time slots and student names
- Helps prevent scheduling conflicts and missed appointments
- Useful for tracking completed and missed conferences
- Available in both print and digital formats
- ★ **Best for managing conference days efficiently and staying on schedule.**



#2 -Conference Prep Checklist

Stay organized and prepared before each parent-teacher conference

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- Checklist of materials, data, and documents to gather ahead of time
- Prompts to review student progress, strengths, and concerns
- Helps ensure nothing important is missed during busy conference weeks
- Designed for quick review before conference days

Parent-Teacher Conference Prep Checklist

Student Name _____
Conference Day/Time _____

Academic Preparation

- ☐ Review current grades and recent assessments
- ☐ Select 2-3 work samples to share
- ☐ Identify academic strengths
- ☐ Identify one priority skill or goal to improve
- ☐ Note homework completion patterns
- ☐ Gather progress monitoring data (if applicable)

Behavior & Work Habits

- ☐ Review behavior records or point sheets
- ☐ Note participation and effort
- ☐ Organization and materials management
- ☐ Attendance and punctuality
- ☐ Social skills / peer interactions

Supports & Services

- ☐ Review accommodations or modifications
- ☐ Intervention progress (MTSS/RTI)
- ☐ Special education updates (if applicable)
- ☐ Related service information (speech, etc.)

Planning the Conversation

- ☐ Prepare two positive observations
- ☐ Draft 1-2 realistic goals
- ☐ Consider possible action steps
- ☐ Anticipate parent questions
- ☐ Plan how progress will be measured
- ☐ Prepare examples to explain concerns
- ☐ Interpreter or translation needed?

Materials to Bring

- ☐ Student work samples
- ☐ Assessment or progress data
- ☐ Behavior information (if relevant)
- ☐ Conference Notes Form
- ☐ Contact information for follow-up
- ☐ Copies of anything parents may need

During the Meeting Reminders

- ☐ Begin with strengths
- ☐ Use clear, respectful language
- ☐ Invite parent input
- ☐ Keep focus on solutions
- ☐ Confirm next steps and timeline

After the Conference

- ☐ Finalize action plan
- ☐ Schedule follow-up if needed
- ☐ Share resources with family
- ☐ File completed notes form

Notes

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Best for reducing last-minute stress and feeling confident walking into conferences.

#3 - Conference Sign-In Sheets

Document attendance and maintain clear records for conferences

- Simple layout for parent/guardian names and student names
- Helps track who attended and when conferences occurred
- Useful for documentation, follow-ups, and administrative records
- Includes two versions to fit different conference setups
- ★ **Best for maintaining accurate attendance records during conference days**

Parent Teacher Conference Sign-In Sheet (B)

Teacher: _____
Date(s): _____
Location/Room: _____

Please sign in upon arrival

Student Name	Time In	Time Out	Format	Notes

*Format: In-Person (IP), Virtual (V), Phone (P)

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#4 - Conference Notes

Document key discussion points, decisions, and next steps during conferences

- Structured sections for strengths, concerns, and goals
 - Space to record parent input and questions
 - Area for follow-up actions and next steps
 - Available in both print and digital formats
- ★ **Best for keeping clear, organized records of conference conversations.**



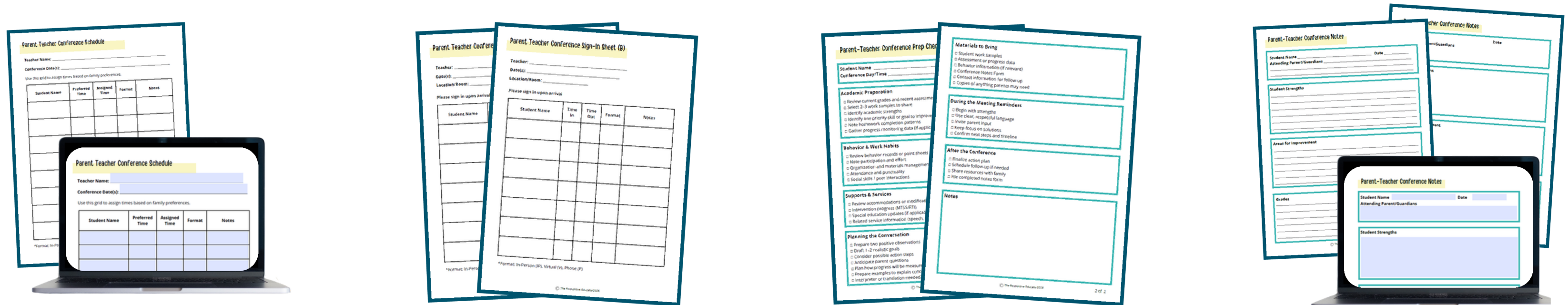
Built to Save Time— Not Add Work

- ✓ Clean layouts designed for quick completion
- ✓ No rewriting or duplicate documentation
- ✓ Works with systems teachers already use
- ✓ Use only the forms you need

How a Unified System Will Help You

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- ✓ One place instead of multiple documents
- ✓ Consistent records across conferences
- ✓ Easier follow-ups weeks or months later
- ✓ Clear documentation if questions arise later



Especially Helpful When You're Managing...

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- Back-to-back conference schedules
- Multiple students, classes, or caseloads
- Notes, follow-ups, and documentation requirements
- Information that needs to be saved or shared later
- ★ **A simple system to keep everything in one place**