

Reminder slips, a tear-off RSVP, a sign-up log and a follow-up log for parent teacher conferences. Fillable PDF.

EXAMPLE One Caseload, Filled In

Ms. Alvarez and her eight students are inverted, and so is every reply. Every number on this page re-adds from the caseload above it.

Reminder slip and RSVP, filed for one family

PART OF THE REMINDER SLIP (PAGE 6)

Student Mayra R. (invented)
Conference date & time Thursday, 10B, 4:15 PM
Location / room Room 112
Teacher / case manager Ms. Alvarez, 555-0142

WHAT MS. ALVAREZ WROTE

PART OF THE RSVP SLIP (PAGE 7)

Student Mayra R.
My reply Attending
Best number or email 555-0199

WHAT MAYRA'S FAMILY WROTE

Caseload roll-up (page 13) — Ms. Alvarez's eight students (invented)

STUDENT	SLIP SENT? (Y/N)	RSVP CODE	DATE CONFIRMED
Mayra R.	Y	Y	10B
Jordan P.	Y	Y	10B
Sam K.	Y	Y	10B
Priya H.	Y	Y	10B
Liam T.	Y	Y	10B
Grace O.	Y	P	10B (phone)
Alex W.	Y	R	10/15
Noah F.	Y	N	-

BRIGHT PATH SPED

What this file is for, in three steps, and which page to use for which part of sending conferences home.

- 1 Set up the caseload once.** Type the conference window, every student, and the default date, time and room on the Caseload Set-Up page (5).
- 2 Send the slip, collect the reply.** Print the reminder slips (6) and the RSVP (7), cut them apart, and send both home. Log what comes back on the sign-up log (8).
- 3 Follow up on silence, then report the total.** Call or text the families who have not replied, log it (9), and bring the roll-up (13) to a team check-in before conference week.

IF YOU	USE	WHERE
A family needs the date, time, room and teacher, to send home	Reminder Slips	Page 6
A family needs a quick way to reply	RSVP Tear-Off Reply Slips	Page 7
You need the whole caseload's time slots on one page	Conference Sign-Up and Time-Slot Log	Page 8
A family has not replied and you tried to reach them	Reminder Call and Text Follow-Up Log	Page 9
Someone else is covering the sign-in table that evening	Office and Front-Desk Coordinator Note	Page 10
The conference happened, or the family did not connect	Family Follow-Up Note	Page 11
You are not sure what to say on the phone or in a text	Reminder Call and Text Phrase Bank	Page 12
A team member asks how many of the caseload are confirmed	Caseload Confirmation Roll-Up	Page 13

What this file is not

Not a district form, not a script, and not a rule about how many notices a school must send or how far in advance a conference must be scheduled. Your district's own conference and notice policy goes on the blank line on page 5. The meeting itself — the agenda, the prep sheet, the concerns discussion — is the companion product, Parent Teacher Conference Forms Editable.

Before conference week

- ☐ Caseload set up (page 5): every student, the default date, time and room, and an interpreter flag.
- ☐ Reminder slips printed and cut apart (page 6); RSVP slips printed and cut apart (page 7).
- ☐ Slips sent home, and the sign-up log (page 8) started with every scheduled time slot.

During conference week

- ☐ Replies logged on the sign-up log as they come back; silence followed up on page 9.
- ☐ The front-desk coordinator note (page 10) handed to whoever is covering the table.
- ☐ Thank-you or reschedule notes sent (page 11), and the roll-up (page 13) checked before the next team meeting.

Type the conference window once, print, and cut apart on the dashed lines. Write the student's name on each slip by hand and send one home per family.

Six identical slips. Type the date, time, room and your contact once; print, cut apart on the dashed lines, and write the student's name on each slip by hand before it goes home.

CONFERENCE REMINDER**STUDENT**
.....**CONFERENCE DATE & TIME**
.....**LOCATION / ROOM**
.....**TEACHER / CASE MANAGER, PHONE OR EMAIL**
.....

Please return the RSVP slip (page 7) by the date above, or call the number above.

CONFERENCE REMINDER**STUDENT**
.....**CONFERENCE DATE & TIME**
.....**LOCATION / ROOM**
.....**TEACHER / CASE MANAGER, PHONE OR EMAIL**
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Please return the RSVP slip (page 7) by the date above, or call the number above.

CONFERENCE REMINDER**STUDENT**
.....**CONFERENCE DATE & TIME**
.....**LOCATION / ROOM**
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CONFERENCE REMINDER**STUDENT**
.....**CONFERENCE DATE & TIME**
.....**LOCATION / ROOM**
.....**TEACHER / CASE MANAGER, PHONE OR EMAIL**
.....

Please return the RSVP slip (page 7) by the date above, or call the number above.

RSVP Tear-Off Reply Slips

Send home with the reminder slip, or attach to it. The family checks one reply and sends it back; log what comes back on the sign-up log (page 8).

Six identical reply slips, sent home with or attached to the reminder slip (page 6). Cut apart on the dashed lines. Log each reply on the sign-up log (page 8).

**CONFERENCE RSVP — PLEASE RETURN
STUDENT**

MY REPLY (WRITE: ATTENDING, PHONE CONFERENCE, OR
RESCHEDULE)

BEST PHONE NUMBER OR EMAIL TO REACH ME

Return this slip to your child's teacher or the front office. Thank you.

**CONFERENCE RSVP — PLEASE RETURN
STUDENT**

MY REPLY (WRITE: ATTENDING, PHONE CONFERENCE, OR
RESCHEDULE)

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BEST PHONE NUMBER OR EMAIL TO REACH ME

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Reminder Call and Text Follow-Up Log

For the families who have not replied. Date, time, method and result, and the next try, the same way an attempted-contact log works for any other kind of outreach.

STUDENT

CASE MANAGER / TEACHER

 DEFAULT CONFERENCE DATE & TIME
(PAGE 5)

 Method codes: **C** Call **T** Text **E** Email **N** Note home

 Result codes: **CA** Confirmed attending **CP** Confirmed phone conference **CR** Confirmed reschedule **NA** No answer **LM** Left message **O** Other (write it)

DATE	TIME	METHOD (CODE)	RESULT (CODE)	NEXT TRY (DATE, TIME, METHOD)	INITIALS

When silence adds up

Change the method before you repeat it: a call that goes to voicemail twice is followed by a text or an email, then a call at another time of day. When a family replies, update the RSVP code on the sign-up log (page 8) and on the caseload set-up (page 5). What your school does after a number of tries is your district's own policy.

Your district's policy on attempts (how many, which methods, who is told next)

.....

.....

.....

.....

Caseload Confirmation Roll-Up

How many of the caseload are confirmed, out for a phone conference, rescheduling, or still silent -- the number to bring to a team check-in before conference week.

TEACHER / CASE MANAGER

WEEK OF

CONFERENCE WINDOW (PAGE 5)

STUDENT	SLIP SENT? (Y/N)	RSVP CODE	DATE CONFIRMED
Totals			

TOTAL CASELOAD

TOTAL SLIPS SENT

TOTAL RSVP RECEIVED

PERCENT RECEIVED

ATTENDING IN PERSON (Y)

PHONE CONFERENCE (P)

RESCHEDULE (R)

NO RESPONSE (N)

How the numbers are counted

Count the RSVP codes from the sign-up log (page 8), after the reminder calls and texts (page 9) have had a chance to work. Percent received is total RSVP received divided by total caseload. A filled example of this page, with every number re-added, is on page 15.

What to bring to a team check-in

- ☐ The totals row above, and which students are still a reschedule or no response.
- ☐ Whether an interpreter has been arranged for every family that needs one.
- ☐ Anything the team decided to try next for a family that has not replied.

Week over week, if conferences run across several weeks

WEEK OF	TOTAL CASELOAD	SLIPS SENT	RSVP RECEIVED	PERCENT RECEIVED

EXAMPLE

One Caseload, Filled In

Ms. Alvarez and her eight students are invented, and so is every reply. Every number on this page re-adds from the caseload above it.

Reminder slip and RSVP, filled for one family

PART OF THE REMINDER SLIP (PAGE 6)	WHAT MS. ALVAREZ WROTE
Student	Maya R. (invented)
Conference date & time	Thursday, 10/8, 4:15 PM
Location / room	Room 112
Teacher / case manager	Ms. Alvarez, 555-0142

PART OF THE RSVP SLIP (PAGE 7)	WHAT MAYA'S FAMILY WROTE
Student	Maya R.
My reply	Attending
Best number or email	555-0199

Caseload roll-up (page 13) — Ms. Alvarez's eight students (invented)

STUDENT	SLIP SENT? (Y/N)	RSVP CODE	DATE CONFIRMED
Maya R.	Y	Y	10/8
Jordan P.	Y	Y	10/8
Sam K.	Y	Y	10/8
Priya N.	Y	Y	10/8
Liam T.	Y	Y	10/8
Grace O.	Y	P	10/8 (phone)
Alex W.	Y	R	10/15
Noah F.	Y	N	—
Totals	8 of 8	Y 5, P 1, R 1, N 1	—

Codes: $Y\ 5 + P\ 1 + R\ 1 + N\ 1 = 8$, the whole caseload. Responded ($Y + P + R$) = $5 + 1 + 1 = 7$ of 8, which is **88 percent**. Of the 7 who responded, 5 are attending in person, which is **71 percent** of the replies. Alex W. (reschedule) was called 10/2 (no answer) and texted 10/3 (confirmed a new time, 10/15); Noah F. has not yet replied.

Follow-up log (page 9), Alex W. and Noah F.

DATE	TIME	METHOD	RESULT	NEXT TRY	BY
10/2	3:40	C	NA	10/3, text	MA
10/3	4:10	T	CR	—, confirmed 10/15	MA
10/4	3:50	C	NA	10/9, text	MA

Alex W. (code R): a call 10/2, no answer, then a text 10/3 confirming the 10/15 reschedule above. Noah F. (code N): a call 10/4, no answer, next try 10/9 by text.