

Four six-up cut-apart slips -- reminder, quick reminder-and-reply, RSVP, and a final reminder -- plus a sign-up log and a follow-up log. Fillable PDF.

SLIPS

Quick Combined Reminder & RSVP Slip

One slip, no tear-off: the notice and the reply line on the same card. Use it when a two-piece set is more cutting than a quick conference needs.

Six identical slips. Use this one when a two-piece reminder-and-RSVP set is more cutting than a quick conference needs—the notice and the reply line on the same card.

REMINDER & REPLY—ONE SLIP STUDENT

DATE, TIME & ROOM

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

BEST PHONE NUMBER OR EMAIL

No tear-off: the family writes the reply directly
on this slip and sends the white card back.

REMINDER & REPLY—ONE SLIP STUDENT

DATE, TIME & ROOM

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

BEST PHONE NUMBER OR EMAIL

No tear-off: the family writes the reply directly
on this slip and sends the white card back.

REMINDER & REPLY—ONE SLIP STUDENT

DATE, TIME & ROOM

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

BEST PHONE NUMBER OR EMAIL

No tear-off: the family writes the reply directly
on this slip and sends the white card back.

REMINDER & REPLY—ONE SLIP STUDENT

DATE, TIME & ROOM

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

BEST PHONE NUMBER OR EMAIL

No tear-off: the family writes the reply directly
on this slip and sends the white card back.

REMINDER & REPLY—ONE SLIP STUDENT

DATE, TIME & ROOM

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

BEST PHONE NUMBER OR EMAIL

No tear-off: the family writes the reply directly
on this slip and sends the white card back.

REMINDER & REPLY—ONE SLIP STUDENT

DATE, TIME & ROOM

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

BEST PHONE NUMBER OR EMAIL

No tear-off: the family writes the reply directly
on this slip and sends the white card back.

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, filled for one family

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

Final reminder slip, filled for a family who has not replied

PART OF THE FINAL REMINDER SLIP (PAGE 5)	WHAT MS. ALVAREZ WROTE
Student	Noah F. (inverted)
Please reply by	10/9
Call or text us at	555-0142
Noah F. was called 10/4 (no answer); this final reminder slip went home 10/5 with a reply-by date of 10/9.	

Caseload roll-up snapshot (page 14) — Ms. Alvarez's eight students (inverted)

STUDENT	SLIP SENT? (Y/N)	RSPV 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)
Alisa W.	Y	R	10/15
Noah F.	Y	N	—
Totals	8 of 8	Y, S, P, I, R, I, N, I	—

Codes: $Y = P + 1 + R + 1 + N = 1$, 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.

What this file is for, in three steps, and which slip sheet or log 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 Print the right slip sheet, cut, and send it.** Pages 6-9 are four different six-up slips. Print one, cut apart, and send it home. Log what comes back on the sign-up log (10).
- 3 Follow up on silence, then report the total.** Call or text the families who have not replied, log it (11), and bring the roll-up (14) 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
You want one slip that carries the notice AND the reply, no tear-off	Quick Combined Reminder & RSVP Slip	Page 7
A family needs a simple way to reply	RSVP Tear-Off Reply Slips	Page 8
A family still has not answered after a reminder, a call or a text	Final Reminder / Last-Call Slips	Page 9
You need the whole caseload's time slots on one page	Conference Sign-Up and Time-Slot Log	Page 10
A family has not replied and you tried to reach them	Reminder Call and Text Follow-Up Log	Page 11
Someone else is covering the sign-in table that evening	Office and Front-Desk Coordinator Note	Page 12
You are not sure what to say on the phone or in a text	Reminder Call and Text Phrase Bank	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 lines 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.
- ☐ The slip sheet you need printed and cut apart (pages 6-9).
- ☐ Slips sent home, and the sign-up log (page 10) started with every scheduled time slot.

During conference week

- ☐ Replies logged on the sign-up log as they come back; silence followed up on the follow-up log.
- ☐ The front-desk coordinator note (page 12) handed to whoever is covering the table.
- ☐ Final reminder slips sent where needed, and the roll-up (page 14) checked before the next team meeting.

Six slips a sheet. 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.

Two rows of three, edge to edge: one straight cut across the middle and two straight cuts down, three cuts for six slips.

CONFERENCE REMINDER STUDENT _____ DATE & TIME _____ LOCATION / ROOM _____ TEACHER / CASE MANAGER, PHONE OR EMAIL _____ Return the RSVP slip (page 8) by the date above, or call the number above.	CONFERENCE REMINDER STUDENT _____ DATE & TIME _____ LOCATION / ROOM _____ TEACHER / CASE MANAGER, PHONE OR EMAIL _____ Return the RSVP slip (page 8) by the date above, or call the number above.	CONFERENCE REMINDER STUDENT _____ DATE & TIME _____ LOCATION / ROOM _____ TEACHER / CASE MANAGER, PHONE OR EMAIL _____ Return the RSVP slip (page 8) by the date above, or call the number above.
CONFERENCE REMINDER STUDENT _____ DATE & TIME _____ LOCATION / ROOM _____ TEACHER / CASE MANAGER, PHONE OR EMAIL _____ Return the RSVP slip (page 8) by the date above, or call the number above.	CONFERENCE REMINDER STUDENT _____ DATE & TIME _____ LOCATION / ROOM _____ TEACHER / CASE MANAGER, PHONE OR EMAIL _____ Return the RSVP slip (page 8) by the date above, or call the number above.	CONFERENCE REMINDER STUDENT _____ DATE & TIME _____ LOCATION / ROOM _____ TEACHER / CASE MANAGER, PHONE OR EMAIL _____ Return the RSVP slip (page 8) by the date above, or call the number above.

Quick Combined Reminder & RSVP Slip

One slip, no tear-off: the notice and the reply live on the same card. Use it when a two-piece set is more cutting than a quick conference needs.

Two rows of three, edge to edge. No second slip to keep track of — the whole reply comes back on this one card.

REMINDER & REPLY — ONE SLIP STUDENT DATE, TIME & ROOM MY REPLY (WRITE: ATTENDING, PHONE, OR RESCHEDULE) BEST PHONE NUMBER OR EMAIL No tear-off: the family writes the reply directly on this slip and sends the whole card back.	REMINDER & REPLY — ONE SLIP STUDENT DATE, TIME & ROOM MY REPLY (WRITE: ATTENDING, PHONE, OR RESCHEDULE) BEST PHONE NUMBER OR EMAIL No tear-off: the family writes the reply directly on this slip and sends the whole card back.	REMINDER & REPLY — ONE SLIP STUDENT DATE, TIME & ROOM MY REPLY (WRITE: ATTENDING, PHONE, OR RESCHEDULE) BEST PHONE NUMBER OR EMAIL No tear-off: the family writes the reply directly on this slip and sends the whole card back.
REMINDER & REPLY — ONE SLIP STUDENT DATE, TIME & ROOM MY REPLY (WRITE: ATTENDING, PHONE, OR RESCHEDULE) BEST PHONE NUMBER OR EMAIL No tear-off: the family writes the reply directly on this slip and sends the whole card back.	REMINDER & REPLY — ONE SLIP STUDENT DATE, TIME & ROOM MY REPLY (WRITE: ATTENDING, PHONE, OR RESCHEDULE) BEST PHONE NUMBER OR EMAIL No tear-off: the family writes the reply directly on this slip and sends the whole card back.	REMINDER & REPLY — ONE SLIP STUDENT DATE, TIME & ROOM MY REPLY (WRITE: ATTENDING, PHONE, OR RESCHEDULE) BEST PHONE NUMBER OR EMAIL No tear-off: the family writes the reply directly on this slip and sends the whole card back.

RSVP Tear-Off Reply Slips

Send home with the reminder slip (page 6), or attach to it. The family checks one reply and sends it back; log what comes back on the sign-up log (page 10).

Two rows of three, edge to edge, sized to match the reminder slip above.

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) 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) 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) 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) 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) BEST PHONE NUMBER OR EMAIL TO REACH ME Return this slip to your child's teacher or the front office. Thank you.

Final Reminder / Last-Call Slips

For families who still have not replied after a call or a text. One more slip, home or in a backpack, before the conference window closes.

Two rows of three, edge to edge. Send the day after a call or a text goes unanswered.

FINAL REMINDER — PLEASE RESPOND STUDENT PLEASE REPLY BY (DATE) CALL OR TEXT US AT Sent after a call and a text with no reply (follow-up log, page 11). What happens next if there is still no reply is your district's own policy, on the follow-up log (page 11).	FINAL REMINDER — PLEASE RESPOND STUDENT PLEASE REPLY BY (DATE) CALL OR TEXT US AT Sent after a call and a text with no reply (follow-up log, page 11). What happens next if there is still no reply is your district's own policy, on the follow-up log (page 11).	FINAL REMINDER — PLEASE RESPOND STUDENT PLEASE REPLY BY (DATE) CALL OR TEXT US AT Sent after a call and a text with no reply (follow-up log, page 11). What happens next if there is still no reply is your district's own policy, on the follow-up log (page 11).
FINAL REMINDER — PLEASE RESPOND STUDENT PLEASE REPLY BY (DATE) CALL OR TEXT US AT Sent after a call and a text with no reply (follow-up log, page 11). What happens next if there is still no reply is your district's own policy, on the follow-up log (page 11).	FINAL REMINDER — PLEASE RESPOND STUDENT PLEASE REPLY BY (DATE) CALL OR TEXT US AT Sent after a call and a text with no reply (follow-up log, page 11). What happens next if there is still no reply is your district's own policy, on the follow-up log (page 11).	FINAL REMINDER — PLEASE RESPOND STUDENT PLEASE REPLY BY (DATE) CALL OR TEXT US AT Sent after a call and a text with no reply (follow-up log, page 11). What happens next if there is still no reply is your district's own policy, on the follow-up log (page 11).

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 10), after the reminder calls and texts (page 11) 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 16.

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, filled for one family (page 6)

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

Sent home 10/1. Maya's family returned the RSVP slip (page 8) the same week.

Quick combined slip, filled by one family (page 7)

PART OF THE QUICK COMBINED SLIP (PAGE 7)	WHAT JORDAN'S FAMILY WROTE
Student	Jordan P. (invented)
Date, time & room	Thursday, 10/8, 4:30 PM, Room 112
My reply	Attending
Best phone number or email	555-0177

One card, no second slip: Jordan's family wrote the reply directly under the notice and sent the whole thing back the next day.

Final reminder slip, filled for a family who has not replied (page 9)

PART OF THE FINAL REMINDER SLIP (PAGE 9)	WHAT MS. ALVAREZ WROTE
Student	Noah F. (invented)
Please reply by	10/9
Call or text us at	555-0142

Noah F. was called 10/4 (no answer); this final reminder slip went home 10/5 with a reply-by date of 10/9. If there is still no reply, the follow-up log (page 11) records the district's own next step.

Caseload roll-up snapshot (page 14) — 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. This is the number Ms. Alvarez brings to a team check-in before conference week.