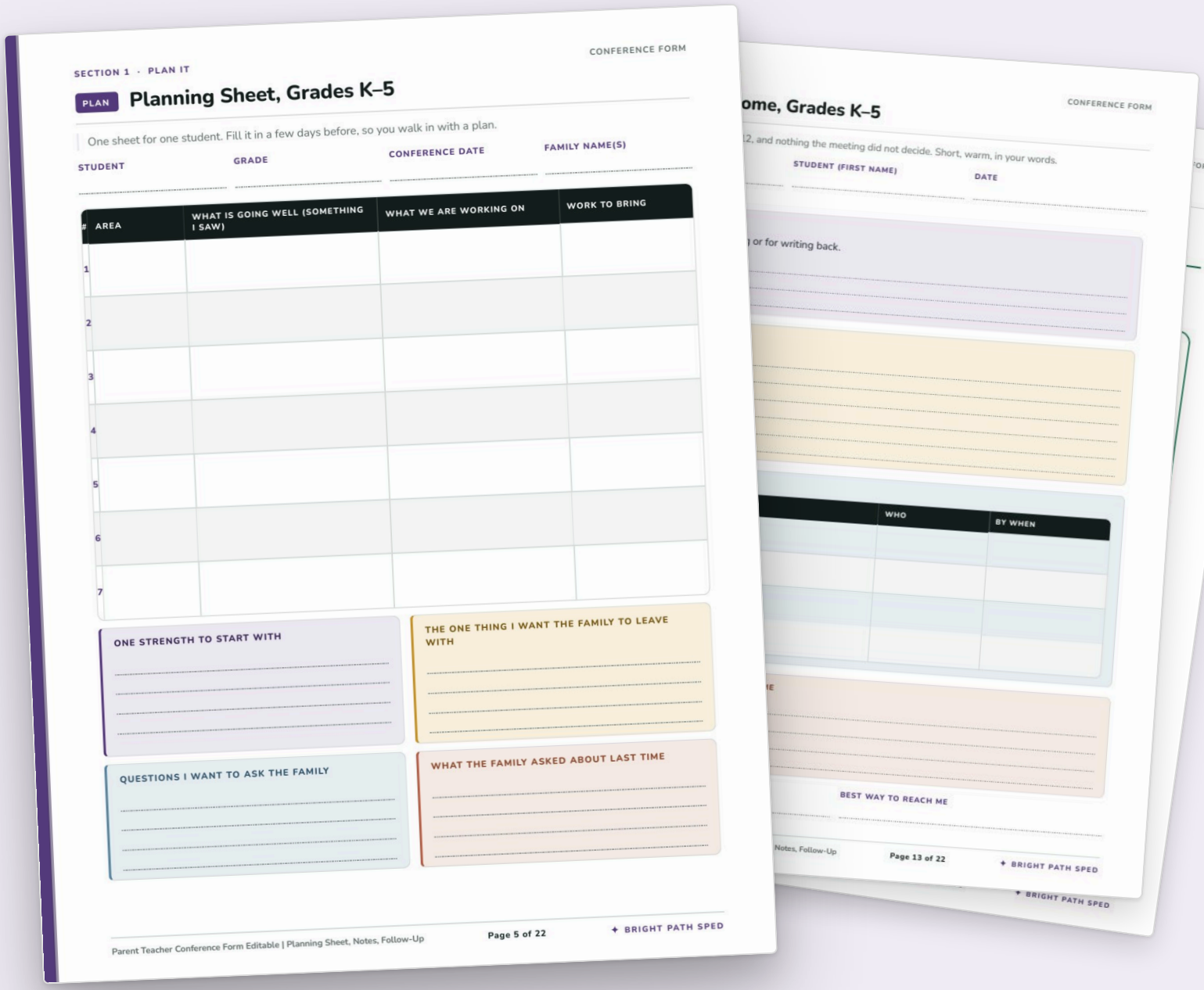
FAMILY ENGAGEMENT · GRADES K–12

EDITABLE

Parent Teacher Conference Form



22 PAGES | K–5 AND 6–12 | NOTES + FOLLOW-UP | FILLABLE PDF

✦ BRIGHT PATH SPED

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Binder Cover, Spine and Tabs
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☆ START HERE Start Here — Three Steps

Two minutes of reading. Type the names once, print, and the conference is planned.

1

Plan

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

Grades K–5: the planning sheet is page 5. Grades 6–12: send the slip on page 7, then use page 6.

2

Meet

Send the family form (page 9 or 10) ahead. In the room, take notes on page 11 and write the steps on page 12.

Save As with the student's initials, so the original stays blank.

3

Follow up

Send the note home (page 13 or 14). Two weeks later use page 15.

Keep count on the class tracker, page 16.

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it. One form set per student, copied as many times as you need.

WHAT THIS FILE IS NOT

It is not a spreadsheet, a word-processor file or a slideshow, and it does not add up the tracker for you. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE FOLLOWS

How your school runs a conference, what it must include and when it must happen are your school's rules. These pages do not decide them. Your school's own wording gets a blank line on pages 8 and 12.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.

My printer cuts off the border. Print at 100 percent, not "fit to page."

Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

KEEP IT PRIVATE

A filled-in page is a student record. Keep it where your school keeps student records, and follow your school's own policy for sending one home. Print at 100 percent; the divider tabs on page 21 cut on the dashed lines.

TWO VERSIONS, ONE JOB

The K–5 pages are for one teacher and one family. The 6–12 pages add what a team needs: a slip for each teacher, a class-by-class planning table, a place for the student's own voice and a single note home for the whole team.

PLAN

Planning Sheet, Grades K–5

> One sheet for one student. Fill it in a few days before, so you walk in with a plan.

STUDENT _____ GRADE _____ CONFERENCE DATE _____ FAMILY NAME(S) _____

#	AREA	WHAT IS GOING WELL (SOMETHING I SAW)	WHAT WE ARE WORKING ON	WORK TO BRING
1				
2				
3				
4				
5				
6				
7				

ONE STRENGTH TO START WITH

THE ONE THING I WANT THE FAMILY TO LEAVE WITH

QUESTIONS I WANT TO ASK THE FAMILY

WHAT THE FAMILY ASKED ABOUT LAST TIME

PLAN

Planning Sheet, Grades 6–12

One row per class, one sheet per student. Send the slip on page 7 first, then fill this in.

STUDENT _____ GRADE _____ CONFERENCE DATE _____ TEAM LEAD OR ADVISOR _____

#	CLASS	TEACHER	GOING WELL	A QUESTION OR A WORRY	WORK TO BRING
1					
2					
3					
4					
5					
6					
7					
8					

WHAT SHOWS UP IN MORE THAN ONE CLASS

WHAT THE STUDENT TOLD ME TO SAY (ASK BEFORE THE MEETING)

WHO WILL BE IN THE ROOM _____ IS THE STUDENT COMING? _____ INTERPRETER NEEDED? _____

NOTES

Note Home, Grades K–5

> Copy the steps from page 12, and nothing the meeting did not decide. Short, warm, in your words.

FAMILY NAME(S) _____

STUDENT (FIRST NAME) _____

DATE _____

THANK YOU

Thank the family for coming or for writing back.

_____

_____

_____

WHAT WE TALKED ABOUT

_____

_____

_____

_____

_____

_____

WHAT WE AGREED

#	STEP	WHO	BY WHEN
1			
2			
3			
4			

QUESTIONS, OR SOMETHING TO TELL ME

_____

_____

_____

_____

NEXT CHECK-IN _____

BEST WAY TO REACH ME _____

TRACKER

Class Conference Tracker

One row per student. Write Yes or No in the check columns, and a number in Steps agreed.

CLASS OR ADVISORY _____ TERM _____ TEACHER OR TEAM _____

#	STUDENT	DATE SET	HELD?	STEPS AGREED	NOTE HOME SENT?	CHECK-IN DONE?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

ROLL-UP: THE WHOLE CLASS

STUDENTS _____ HELD _____ STEPS AGREED (ALL ROWS) _____ NOTES SENT _____

WHO STILL NEEDS A TIME

_____

_____

EXAMPLE

One Student and One Class, Filled In

SAMPLE · INVENTED STUDENT

> The students are invented, and so is every mark. Every total can be re-added from its own rows.

CLASS TRACKER (PAGE 16), SIX INVENTED STUDENTS, ONE CLASS

STUDENT	DATE SET	HELD?	STEPS AGREED	NOTE HOME SENT?	CHECK-IN DONE?
Ava	Oct 14	Yes	2	Yes	Yes
Ben	Oct 14	Yes	3	Yes	No
Carlos	Oct 15	No	0	No	No
Dana	Oct 16	Yes	2	Yes	Yes
Eli	Oct 17	Yes	1	No	No
Fatima	Oct 17	Yes	3	Yes	Yes

STUDENTS	HELD	STEPS AGREED (ALL ROWS)	NOTES SENT
6	**5**	**11**	**4**

Held: 5 Yes, 1 No = **5** of 6. Steps: 2 + 3 + 0 + 2 + 1 + 3 = **11**. Notes sent: Ava, Ben, Dana, Fatima = **4**. Check-ins done: Ava, Dana, Fatima = **3**, all from students whose note went home.

ONE CONFERENCE ON ONE LINE, GRADE 3 (INVENTED STUDENT: MIA)

PAGE	WHAT MIA'S TEACHER WROTE
Planning (p. 5)	Strength: reads aloud with a lot of expression. Ask: would the family try a short read-together after dinner?
Steps (p. 12)	1. Teacher sends a book bin home on Mondays, by Oct 21. 2. Family reads together a few nights a week and tells the teacher how it went, by Nov 4.
Note home (p. 13)	"Thank you for coming. Mia reads aloud with a lot of expression. I will send a book bin home on Mondays starting Oct 21. Could you read together a few nights a week and tell me how it goes by Nov 4?"

The note carries the two steps and nothing else: one from the teacher, one from the family, each with a date.

GRADES 6–12 ROW (PAGE 6), INVENTED STUDENT: JORDAN, GRADE 8

CLASS	TEACHER	GOING WELL	A QUESTION
Science	Mr. Osei	Asks good questions in labs	Turning in lab sheets late
English	Ms. Park	Strong class discussions	Needs a plan for the long essay

YOUR TURN: ONE STUDENT

STUDENT	STEPS AGREED	CHECK-IN DATE