PARENT TEACHER CONFERENCE SCHEDULE

10, 15 & 20 Minute Slots + Time Slips

FILLABLE

17 PAGES

A Filled-In Schedule

Mr. Okafor; Room 7; and these families are invented, and the times are made up. This is the 15-minute schedule on page 6, typed in.

Teacher name: Mr. Okafor | Minutes for each visit: 15 | First visit starts at: 3:30

Time	Family name	Interpreter? (Y/N)	Room
3:30 - 3:45	Reyes family	N	Room 7
3:45 - 4:00	Thompson family	Y	Room 7
4:00 - 4:15	Abbott family	N	Room 7
4:15 - 4:30	Lee family	N	Room 7
4:30 - 4:45	Brennan family	Y	Room 7
4:45 - 5:00	Walker family	N	Room 7
5:00 - 5:15	Break	–	–
5:15 - 5:30	Dubois family	N	Room 7
5:30 - 5:45	Sato family	N	Room 7
5:45 - 6:00	Iqbal family	Y	Room 7
6:00 - 6:15	Morgan family	N	Room 7
6:15 - 6:30	Kowalski family	N	Room 7

Add it up

- 11 visits of 15 minutes is 165 minutes.
- One 15 minute break makes 180 minutes in all, which is 3 hours.
- 3:30 plus 180 minutes: the last visit ends at 6:30.

Roll it up

- 3 of 11 families need an interpreter, so the planner (page 10) books 3 interpreter visits.
- The day summary (page 13) reads 11 families, 180 minutes and 3 interpreters.

Conference Schedule · Example · Filled-In Schedule



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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line or a table cell, type, and Save As.
- It is a fillable PDF, not a slide deck. There is nothing to unlock or ungroup: every line is already a type-in field.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Turn off fit to page and shrink to fit. The schedules use thick lines and a large type size, so they photocopy clearly in black and white.

Keep family names private

Every schedule, route, slip and planner page holds family names. Keep the printed copies on your desk or clipboard, and send home only the time slips and the family note. Follow your school's own rules.

Need help?

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PREVIEW

How to Use Your Schedule

Five steps, a few print tips, and words for a family note.

Five steps

1. Open the PDF in a reader. Click a line and type. Use Tab or the arrow keys to move to the next line.
2. Pick the schedule that matches your visit length, then type the times in the first column.
3. Type Y or N for an interpreter, so the front office and the planner agree.
4. Print on letter paper at 100 percent, or send the slips as a PDF and print at the school.
5. Save As before you print, so the schedule for next year is one file away.

Print and planning tips

- Black and white printer? Every page prints with no color at all, so the schedules work as they are.
- Want a bigger copy? Print at 100 percent, then enlarge at a copy shop. The type is big enough to stay sharp.
- Two lengths on one day? Use the schedule for the longer visit, and use the summary (page 13) to add it up.

3 wording ideas for families

Thank you for coming. Your conference is at ____ in ____.

Please bring any questions about how school is going.

If you need an interpreter, mark Y on the form and tell the front office.

Family names stay private

- The schedules, the route, the planner and the check-in sheet all hold family names.
- Send home only the slips and the family note. Keep the rest on your desk.

My own wording

_____

_____

PREVIEW

15-Minute Conference Schedule

Each visit is 15 minutes. Type the start time, the family name, Y or N for an interpreter, and the room. These 12 lines make 180 minutes, which is 3 hours.

Teacher name _____ Date _____ First visit starts at _____

Time	Family name	Interpreter needed (Y or N)	Room

PREVIEW

Back-to-Back Route

One family, several teachers, one visit after another with no gap. Write the family name at the top, then each teacher in the order the family visits them.

Family name

Date

Starts at

Time	Teacher name	Room	Interpreter needed (Y or N)	Done

Walk the route

- Put the route on the family's copy of the time slip, in order, so the family knows where to go.
- Leave the Done box blank until the visit ends, then write the time.
- If a teacher is out, write the change in the note line below and tell the front office.

Notes

PREVIEW

Interpreter and Room Planner

One line for each family, so the office knows which visits need an interpreter and which room each visit uses. Book the interpreter before the day starts.

Teacher name _____ Conference date _____

Family name	Interpreter needed (Y or N)	Language, if needed	Room	Date booked

Interpreters booked (how many) _____ Interpreter booked for (time) _____

Your district's rule for interpreters

_____

_____

PREVIEW

Family Note

Send this note with the time slip, or type the same words into an email. Fill in the blanks and keep the wording plain.

Family name _____ Teacher name _____

Date _____ Time _____ Room _____

Your note (type your own words)

Please bring

Interpreter arranged (Y or N) _____ Questions? Call or email _____

Reply to the teacher

PREVIEW

PARENT TEACHER CONFERENCES

Schedules, slips and the day summary

Teacher name

Room

School year

Conference dates

School name

PREVIEW

Inside this binder

- 18, 12 and 9 line slot schedules (10, 15 and 20 minutes).
- A back-to-back route, 5 time slips, an interpreter planner and a front office check-in sheet.
- A family note, a day summary and a filled example.

Notes and next year

A Filled-In Schedule (Invented)

Mr. Okafor, Room 7, and these families are invented, and the times are made up. This is the 15-minute schedule on page 6, typed in.

Teacher name: Mr. Okafor (invented)

Minutes for each visit: 15

First visit starts at: 3:30

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Add it up

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