

Track family arrival, who they met with, and topics discussed. Fillable PDF with daily arrival log, per-student conference notes, attendance summary, topics tally, and check-off roster. Fillable PDF.

EXAMPLE One Conference Day, Filled In

Three invited families and three students, fourth grade. Names, arrival times, staff, topics, all totals added on the page so the arithmetic can be checked.

Arrival log for one conference day (page 6) — Three families, second through fourth grade (invited)

Three families signed in. Maya's parents arrived at 8:15 and met with Ms. Chen for 18 minutes; they discussed academics, progress, classroom behavior, and social skills. Jayden's mom came at 8:42 and met for 22 minutes about academics and a hearing screening. Sofia's family came at 9:05 for 15 minutes with Ms. Anderson about behavior and next year's academics. Total of three families, time coded, topics noted.

TIME ARRIVED	STUDENT / FAMILY	STAFF	TOPICS (CODES A & S IN #)	TIME ENDED	NOTES
8:15 AM	Maya Patel / Mom, Dad	Ms. Chen	A, B, S	8:33 AM	Strong well-in reading
8:42 AM	Jayden Loper / Mom	Ms. Torres	A, H	9:04 AM	Hearing screening completed
9:05 AM	Sofia Martinez / Mom, Grandma	Ms. Anderson	B, A	9:20 AM	Talk about after-school support

Conference summary from the arrival log (page 9)

The summary page copies the data: arrival log topics and minutes spent, staff member, and topics from the log above. Maya Patel, three topics; Jayden Loper, two topics and a note to call next week (she was absent from school for three days last month); Sofia Martinez, two topics and a follow-up meeting scheduled.

STUDENT	ARRIVAL	MINUTES	STAFF	TOPICS	FOLLOW-UP
Maya P.	8:15 AM	18	Ms. Chen	Academic, behavior, social	—
Jayden L.	8:42 AM	22	Ms. Torres	Academic, health	Call next week
Sofia M.	9:05 AM	15	Ms. Anderson	Behavior, academic	Follow-up meeting

Why this is enough: The arrival log is what happens; the summary is the arrival log in one place; and the per-student notes (page 9) are what was said in each conference. Three families, three conferences, eighteen plus twenty-two plus eighteen is fifty-five minutes total, so about eighteen minutes averaging, and every family accounted for.

How the Sign-In Sheet Works

Three pages carry the loop; the rest are the file copies and the summaries. Set up the roster once before conferences and the sign-in runs on time and initials.

WHEN	PAGE	WHAT GETS WRITTEN
Before conference day	Roster (5)	Student names, grades, staff leading each conference
As families arrive	Arrival log (6) or quick check-in (7)	Time, student name, teacher, topics coded, notes
During or after each conference	Per-student notes (8)	Who attended, what was discussed, next steps
After conference day	Attendance summary (9), topics tally (10), check-off (11)	Totals from the arrival log; how many families discussed each topic

What this file is not

Not a sign-up sheet where families claim a time slot (that is a different product). Not a reminder notice sent before the conference (that is another product). This is the roster families sign when they arrive on conference day.

The three habits this file assumes

- ☐ The roster (page 5) is filled from your caseload or schedule before the first family arrives.
- ☐ Each family signs in with the time they arrived; staff write the names they will meet with.
- ☐ Topics are coded A (academic) B (behavior) S (social) H (health) O (other), or written in full.

TOPIC CODES USED ON THE DAILY ARRIVAL LOG (PAGE 6)

CODE	TOPIC (USE ON PAGE 6, THE DAILY ARRIVAL LOG)
A	Academic progress and goals
B	Behavior and classroom conduct
S	Social and communication skills
H	Health, hearing, or vision
O	Other; write it in

Before the first family arrives

Print the roster (page 5) and have the arrival log (page 6) or quick check-in (page 7) on a clipboard at the sign-in table. Set out a pen on a string. If two staff greet families at once, print a second copy of the arrival log so entries never wait in a line.

DAILY Daily Conference Arrival Log

One row per family arrival: time they signed in, student name, teacher name, topics in short codes, and notes. This is the page the greeter fills in as families arrive.

CONFERENCE DATE

BUILDING

**CODES: A=ACADEMIC B=BEHAVIOR
S=SOCIAL H=HEALTH O=OTHER**

[illegible]

How to fill this page as families arrive

Write the time each family arrives, then find their student name on the roster (page 5) and write it in, then the staff member they will meet with. Code the topics: A for academic, B for behavior, S for social, H for health, O for anything else. If you have time, write the time they leave and any notes. This is the page that builds the summary on page 9.

DAILY Quick Check-In Log

A one-line version when time is tight: arrival time, student name, teacher, and one box to check that the conference happened. Use this when staff write their own notes elsewhere.

(USE THIS WHEN TIME IS TIGHT)

[illegible]

Quick check-in when detailed notes go elsewhere

Use this simpler log when each teacher takes their own conference notes. Write the time, student name, and staff member; check the box if the conference happened. If you track topics elsewhere, use this page to just mark attendance.

SUMMARY Conference Attendance Summary

One row per student: arrival time, minutes spent, who attended, topics discussed, and any follow-up needed. The page that tells the principal who came and what matters were addressed.

TOTAL FAMILIES WHO ATTENDED

[illegible]

How the summary is built

This page rolls up the arrival log (page 6): arrival times from that page, the staff names, and the topics. If you use the quick check-in (page 7) instead, fill this page by hand. The topics column shows what was discussed with each family, and the follow-up column flags any family that needs a second meeting or a phone call.

EXAMPLE

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Three invented families and three students, fourth grade. Names, arrival times, staff, topics, all totals added on the page so the arithmetic can be checked.

Arrival log for one conference day (page 6) — Three families, second through fourth grade (invented)

Three families signed in. Maya's parents arrived at 8:15 and met with Ms. Chen for 18 minutes; they discussed academic progress, classroom behavior, and social skills. Jayden's mom came at 8:42 and met for 22 minutes about academics and a hearing screening. Sofia's family came at 9:05 for 15 minutes with Ms. Anderson about behavior and next year's academics. Total of three families, times coded, topics noted.

TIME ARRIVED	STUDENT / FAMILY	STAFF	TOPICS (CODES A B S H O)	TIME ENDED	NOTES
8:15 AM	Maya Patel / Mom, Dad	Ms. Chen	A, B, S	8:33 AM	Doing well in reading
8:42 AM	Jayden Lopez / Mom	Mr. Torres	A, H	9:04 AM	Hearing screening completed
9:05 AM	Sofia Martinez / Mom, Grandma	Ms. Anderson	B, A	9:20 AM	Talk about after-school support

Conference summary from the arrival log (page 9)

The summary page copies the data: arrival times, minutes spent, staff member, and topics from the log above. Maya Patel: three topics. Jayden Lopez: two topics and a note to call next week (he was absent from school for three days last month). Sofia Martinez: two topics and a follow-up meeting scheduled.

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Why this is enough: The arrival log is what happens; the summary is the arrival log in one place; and the per-student notes (page 8) are what was said in each conference. Three families, three conferences, eighteen plus twenty-two plus fifteen minutes is fifty-five minutes total, so about eighteen minutes average, and every family accounted for.

What the topic tally (page 10) would show for this one day

Academic: 3 families (Maya, Jayden, Sofia all have "A" in the arrival log's topics column). Behavior: 2 families (Maya, Sofia). Social: 1 family (Maya). Health: 1 family (Jayden). Across a full conference cycle these tallies are what tells a school which topic needs attention first.

What the check-off roster (page 11) would show

By 9:20 AM on this conference day, three of however many students were on the caseload roster were checked off as "came and met." If a fourth family had been a no-show, that row would be marked "did not attend" so the office knows to send a reschedule notice, which is exactly what the check-off roster is for during a live conference day.