

Fall \_\_\_\_\_  
Spring \_\_\_\_\_

**Grade level(s):**

**Questions to Consider:**

What is our goal for having Student-Led Conferences?

How will we make Student-Led Conferences meaningful for parents of Pre-K, K and 1st grade students?

**Teacher Preparation/Support**

(Time devoted to better prepare teachers)

Staff mtgs.  
Date(s)

PD  
Date(s)

Team mtgs.  
Date(s)

Other

**Conference Duration**

15  min.

20  min.

**Conference location(s)**

**Own Classrooms**

**Gymnasium**

**Other**

**Interpreters needed?**

Y N

How will interpreters be incorporated into these conferences?

**Communicating Changes to Families—**

Parents need to be aware of what they can expect to see at their child's conference. What will be used to communicate with them?

Newsletter Parent Link

Mailings Other

**Portfolio Organization**—What is the most efficient way to gather all of the work that has been created, commented upon and stored over the semester?

## Elementary Planning Worksheet, 2

<p><b>Student Portfolio Materials— Please list</b></p>	<p><b>Dates and Deadlines:</b> Insert staff contact(s) by name or title or indicate to remain in student possession.</p>	
	<p style="text-align: center;"><b>ACTIVITY</b></p> <p>Teacher Training</p> <p>Conference Team Assembled With Grade-level Representation</p> <p>Materials to Translations</p> <p>Scheduling Invitations Sent Home</p> <p>Scheduling Confirmations Sent Home (Call or Mail)</p> <p>Teacher Commentaries on Artifacts Completed</p> <p>Student Practice Begins</p> <p>Student Practice Ends</p>	<p style="text-align: center;"><b>DATE</b></p>
<p><b>Post-Conference Parent Survey</b></p> <p>Paper-based</p> <p>GoogleDocs</p> <p>Survey Monkey</p> <p>Other _____</p>	<p><b>Survey Area(s) - Where will parents go to complete their survey?</b></p> <hr/> <p><b>Survey compilation coordinators(s):</b></p>	

Survey questions to include:

Survey results compilation deadline:

Notes:

Remember: The Translations Department will need time to process requests.