

Fall _____  Spring _____	<b>Grade level(s):</b>
--------------------------------	------------------------

**Questions to Consider:**

- Will parents schedule a conference time with each teacher, or will they schedule with one teacher to review their portfolio and visit others as they're available?
  
- Will portfolios be picked up as parents come in or will they be kept with a conferencing teacher?
  
- Will there be a time and place designated for parents and students to review the portfolio before seeing a teacher?

<b>Teacher Preparation/Support</b> (Time devoted to better prepare teachers)	
Staff mtgs. Date(s)	
PD Date(s)	
Team mtgs. Date(s)	
Other	

<b>Conference Duration</b>  15 min.  20 min.	<b>Conference location(s)</b>  <b>Own Classrooms</b> <input type="checkbox"/>  <b>Shared Classrooms</b> <input type="checkbox"/>  <b>Gymnasium</b> <input type="checkbox"/>	<b>Interpreters needed?</b> <div style="text-align: center;">             Y                      N           </div> How will interpreters be most readily accessible?
----------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Communicating Changes to Families—</b> 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	<b>Portfolio Organization—</b> What is the most efficient way to gather all of the work that has been created, commented upon and stored over the semester? <i>Sample to consider: on a designated day, students carried envelopes to each class and gathered all of their work. Leaving their folder in their last class, teachers organized them for copying and distribution at conferences.</i>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Secondary 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 at least one day to process requests.**