**Parent-Teacher Conference Resources and Training**

**Resources**

**Pre-Conference**

* **Conference Guiding Questions** *– A document schools may use to more effectively plan conferences.*
* **27 Tips for Parent-Teacher Conferences** *– Promising practices for teachers to review when preparing for conferences.*
* **Communicating Assessments with Families PowerPoint***–A family-friendly PowerPoint presentation schools can use to explain assessments to families. The PowerPoint includes assessment terminology, reasoning for assessments, what parents can do to help their child and district and school assessment data.*
* **Cross-Cultural Conferencing Presentation** –*A PowerPoint examining the best ways to prepare for using interpreters with Parent-Teacher conferences.*
* **Effective Conferences** *– A PowerPoint for teachers examining best practices for holding a Parent-Teacher Conference***.**
* **Language Support Handout –** *A tip sheet for teachers who are conducting Parent-Teacher conferences with families who speak other languages*
* **My Conference Report –** **Elementary** – *A self-evaluation tool for elementary students to prepare for conferences.*
* **Parent-Teacher Conference Scheduling Form –** *A scheduling template that teachers may use to communicate with families their conference time (also available in Spanish).*
* **School-wide Planning Tool for Conferences –** *A planning document that comprehensively outlines planning Student-Led Conference planning logistics.*
* **The Challenge to Excel** – A *self-evaluation tool for secondary students to prepare for conferences.*
* **Tip Card Reminders for Teachers** –*promising practices for teachers to use to help prepare for conferences.*

**During Conferences**

* **Ask Me Parent Teacher Conference Table Tent English Spanish** - *Questions that parents may ask teachers during conferences.*
* **Conference Action Plan** – *A tool to help guide discussion during conferences.*
* **Effective Communication in Challenging Circumstances –***A document that offers teachers tips on how to deliver unpleasant news to parents and how to converse with parents who are angry.*
* **Parent Teacher Conference Sign** –*Conference in Session Sign (also available in Spanish).*
* **Parent Teacher Conference Sign-in Sheet** – *Three column sign-in sheet.*
* **Tell Us What You Think (English-Spanish)** – *A fast-paced reflection to gather parent responses.*
* **Welcome Signs with Arrows English Spanish Vietnamese** – *A visual welcome sign in multiple languages.*

**Post-Conference**

* **Parent Evaluation for Conferences** – *An evaluation tool to help collect parent thoughts about conferences (also available in Spanish)*
* **Parent Teacher Conference Staff Survey** - *A data collection tool to gather staff feedback*.
* **Parent Teacher Conference Thank You Note** - *A thank you note from teachers to parents*.
* **Post Conference Parent Survey English** – *A survey for parents following conferences.*
* **Conference Attendance Form –***Use this form to have teachers quickly and easily report conference attendance information.*
* **Conference Attendance Survey Script and Worksheet –** *An outline that helps schools survey families about their conference attendance or to gain information about barriers preventing conference attendance.*
* **Conference Attendance Feedback Activity –** *A document to help staff identify solutions to conference attendance barriers identified through the Conference Attendance Survey Script and Worksheet effort.*

**Student-Led Conferences**

* **Assessing Current Practices Survey –** *A survey for staff to take to collect current conference practices and to gauge staff opinion about transitioning to Student-Led Conferences.*
* **Phase Chart –** *Tool for schools to determine what level of Student-Led Conference implementation they’re ready to pursue.*
* **Portfolio Information Handout –** *A research article for staff with best practices for portfolio organization.*
* **Student-Led Research Summaries –** *A compilation of research related to Student-Led Conferences.*
* **Staff Reflection-** *A reflection for staff to gauge the effectiveness of Student-Led Conference Professional Development offerings.*
* **Student-Led Conferences** *– A PowerPoint for staff to examine best practices for conducting Student-Led Conferences.*
* **Elementary Planning Worksheet –** *A planning tool that walks elementary schools through the critical components of implementing Student-Led Conferences.*
* **Elementary Sample Teacher Script-**  *An outline for elementary teachers to customize to facilitate Student-Led Conferences.*
* **Elementary Sample Student Script –** *An outline for elementary students to customize to present during Student-Led Conferences.*
* **Elementary Sample Literacy Center Activity –** *An example of a learning center that can be built into the Student-Led Conference schedule. Customize for grade-appropriateness.*
* **Portfolio Samples for Student-Led Conferences -** *Specific examples of portfolio contents.*
* **Middle School Sample Student Script –** *An outline for middle school students to customize to facilitate Student-Led Conferences.*
* **Middle School Sample Teacher Prompts –** *An outline for middle school teachers to customize to facilitate Student-Led Conferences.*
* **High School Sample Student Script –** *An outline for high school students to customize to present during Student-Led Conferences.*
* **High School Sample Teacher Prompts-** *An outline for high school teachers to customize to facilitate Student-Led Conferences.*
* **Sample Parent Letter –** *A letter that schools can customize to explain to families the purpose of Student-Led Conferences.*
* **Secondary Planning Worksheet –** *A planning tool that walks elementary schools through the critical components of implementing Student-Led Conferences.*
* **Student-Led Conference Staff Memo Template –** *A template principals may customize to share scheduling and other logistical information about Student-Led Conferences with staff.*
* **Student-Led Portfolio Grades 1 and 2** – *A portfolio folder that students may use to rate their performance. The folder may also be used to hold portfolio contents.*
* **Task List –** *A tool to help schools outline responsibilities and deadlines when organizing conferences.*
* **Thank You Cards –** *Templates teachers may use for students or themselves thanking families for attending conferences.*

**Traditional Parent-Teacher Conference Guide –** *Offers training modules for schools to evaluate and improve their conference practices. Also features surveying tools for schools interested in holding Student-Led Conferences*

* **Pre-Conferences - Training modules and activities focus on teacher preparation prior to conferences**
* **Effective Conferences PowerPoint –** *Tips for teachers to hold conversations rather than presentations with families during conferences*
* **Cross-Cultural Conferencing PowerPoint –** *A PowerPoint examining the best ways to prepare for using interpreters during conferences.*
* **Reflecting on Your School’s Conferences –** *A meeting module designed to take principals and Leadership and/or Family Engagement teams through more effective logistical planning for conferences.*
* **During Conferences – A resource index that teachers may share with families during conferences**
* **Post Conferences – Training modules and activities that staff may use to gather feedback on conferences to improve practices**
* **Parent-Teacher Conference Staff Survey –** *A reflection form for staff about conference logistics and practices.*
* **Family Survey –** *A survey for families to complete following conferences.*
* *Parent Evaluation for Conferences – An evaluation tool to help collect parent thoughts about conferences.*
* **Targeted Conference Data Survey Activity –** *A survey script and worksheet template to survey families about whether or not they attended conferences and why.*
* **Conference Attendance Staff Activity** – *A worksheet for staff to use with the Targeted Conference Data Survey Activity to determine ways to resolve any barriers that prevent families from attending conferences.*
* **Transition to Student-Led Conferences –** *Training modules and activities that staff may use to prepare for a transition to Student-Led Conferences*
* **Background Information –** *Research-based information that outlines the concept and benefits of Student-Led Conferences.*
* **Surveying to Gauge Staff Readiness to Transition –** *A survey for staff members to complete about their readiness to transition to Student-Led Conferences.*
* **Using Data to Assess Readiness to Transition –** *A planning meeting to take tabulated information from the Assessing Current Practices Survey to identify the most appropriate Student-Led Conference Phase for your building.*
* **Preparing Staff for the Transition –** *A Professional Development module that communicates to staff the purpose and expectations for Student-Led Conferences.*
* **Additional Transition to Student-Led Conferences Resources** – *An index of available resources staff may use to help transition to Student-Led Conferences.*

**The Transition to Student-Led Conferences Guide –** *Offers training modules and activities that staff may use to prepare for a transition to Student-Led Conferences*

* **Background Information –** *Research-based information that outlines the concept and benefits of Student-Led Conferences.*
* **Elementary Level Transitions to Student-Led Conferences –** *Background information to the advantages of Student-Led Conferences at the Elementary-level.*
* **Surveying to Gauge Staff Readiness to Transition –** *A survey for staff members to complete about their readiness to transition to Student-Led Conferences.*
* **Using Data to Assess Readiness to Transition –** *A planning meeting to take tabulated information from the Assessing Current Practices Survey to identify the most appropriate Student-Led Conference Phase for your building.*
* **Preparing Staff for the Transition –** *A Professional Development module that communicates to staff the purpose and expectations for Student-Led Conferences.*
* **Preparing Student Portfolios-****Primary-** *A planning meeting module designed to establish consistency among teachers about student portfolio contents.*
* **Additional Transition to Student-Led Conferences Resources –** *An index of resources appropriate for elementary-level staff members to prepare to transition to Student-Led Conferences.*
* **Secondary Level Transitions to Student-Led Conferences –** *Background information to the advantages of Student-Led Conferences at the Secondary-level.*
* **Surveying to Gauge Staff Readiness to Transition –** *A survey for staff members to complete about their readiness to transition to Student-Led Conferences.*
* **Using Data to Assess Readiness to Transition –** *A planning meeting to take tabulated information from the Assessing Current Practices Survey to identify the most appropriate Student-Led Conference Phase for your building.*
* **Preparing Staff for the Transition –** *A Professional Development module that communicates to staff the purpose and expectations for Student-Led Conferences.*
* **Preparing Student Portfolios-****Secondary-** *A planning meeting module designed to establish consistency among teachers about student portfolio contents.*
* **Additional Transition to Student-Led Conferences Resources –** *An index for secondary-level staff members to use to transition to Student-Led Conferences.*