

Fall _____ Spring _____	Grade level(s):
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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?

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 <input type="checkbox"/> Shared Classrooms <input type="checkbox"/> Gymnasium <input type="checkbox"/>	Interpreters needed? <div style="text-align: center;"> Y N </div> How will interpreters be most readily accessible?
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C o m m u n i c a t i n g 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? <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>
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Secondary Planning Worksheet, 2

<p>Student Portfolio Materials— Please list</p>	<p>Dates and Deadlines: Insert staff contact(s) by name or title or indicate to remain in student possession.</p>	
	<p style="text-align: center;">ACTIVITY</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;">DATE</p>
<p>Post-Conference Parent Survey</p> <p>Paper-based</p> <p>GoogleDocs</p> <p>Survey Monkey</p> <p>Other _____</p>	<p>Survey Area(s) - Where will parents go to complete their survey?</p> <hr/> <p>Survey compilation coordinators(s):</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.