**Student-Led Conference Staff Memo Template**

*Use this template as a memo to staff about the overall logistics for your school’s Student-Led Conferences*

* Student-Led Conferences will be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(insert dates)

* School will be dismissed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we will begin conferences at \_\_\_\_\_\_\_\_\_.

(insert time) (insert time)

* The building will be open until \_\_\_\_\_\_\_\_\_ all week.

(insert time)

* A schedule has been created with conference slots of \_\_\_\_- minute increments. This allows each classroom teacher to have \_\_\_\_\_\_\_\_\_ available conference slots. Teachers may schedule up to \_\_\_ students during conference slots. Students who need one-on-one conference time

should be scheduled by themselves during a time slot.

INSERT CONFERENCE SCHEDULE

* Total time over two days: \_\_\_\_\_ hours, which will allow us to take our conference release day
* Primary will break for dinner at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and intermediate will take their dinner break from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The dinner times will be reversed on \_\_\_\_\_\_\_\_\_\_\_\_. The dinner breaks will also help accommodate sibling conference times.

All other staff will eat dinner from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Students will come in, take their family to their centers in the classroom and on to their individual desk to share their portfolio with their parents. The teacher will facilitate this process by floating around the classroom and talking with families as their child is presenting. At the end of the portfolio sharing, the classroom teacher will sit next to the student and share the actual report card.
* We will meet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to schedule sibling conferences.

(insert dates)