

Parent-Teacher Conference Form

Student Name: _____ Conference Date: _____

Parent (s) in attendance: _____

Current Grades

Math _____

Word Study _____

Science _____

Social Studies _____

Reading _____

Writing _____

General Strengths

- Asks for help
- Prepared/organized for learning
- Completes homework
- Gets along with other students
- Has positive attitude
- Treats teachers and classmates with respect
- Listens to and follows directions
- Follows school rules
- Participates in class discussions
- Thinks creatively
- Solves problems
- Other

General Areas in Need of Improvement

- Using classwork time wisely
- Completing homework
- Staying organized/being prepared
- Participating in class
- Studying skills
- Communicating respectfully
- Being positive towards learning
- Improving quality of work
- Listening and following directions
- Taking time when completing work
- Getting along with others
- Other:

Student Name _____

Teacher Comments

One success I have observed is:

One concern I have is:

Parent Questions/Concerns

Ideas for Parent/Student

Parent(s) Signature _____

Teacher Signature _____

Thank you for attending your parent-teacher conference!

Dear Parent,

I am looking forward to our conference scheduled for _____ at _____. In preparation for our upcoming meeting, I would like to know if you have any questions or concerns that you would like to address during our time together. Having this information ahead of time will help me to be prepared for any questions that you have and observe the 15 minute time slot allotted for each conference.

Please return the form below at least a day before your scheduled conference. If you cannot make it for any reason, please let me know so that we can reschedule our meeting time or set up a phone conference. You can call the school to leave a message for me at _____ or email me at _____

I look forward to meeting with you soon!

Thank you,

Child's Name _____

Questions/Concerns that I have:

_____ I do not have any questions/concerns at this time.

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