

Comments

NOT MET

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- Keep within the suggested time limit
- Stay on target with agenda

Be a time keeper-goal is 5 minutes max per class

- Eye contact
- Respond to comments

Actively listen to student

Suggested phrases:

- *Good job, nicely done, you worked hard, keep up the good work, I really like how you showed your understanding by ..., etc.*

Provide positive feedback to area of strength

Suggested phrases:

- *Tell me how you plan to improve, how will you know you are improving, how can I help you reach your goal, etc.*

Inquire about student's plan for growth

NOTE:

Arrange additional meeting with teacher if needed

If you have additional areas of concern or would like to meet privately, please contact your teacher.

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Clearly explain agenda and inform parents the student is the leader

- State agenda for conference
- State student leadership role

Artifacts are organized

- All artifacts are available and organized in appropriate order

Introduce the content matter, share artifacts that show area of strength and area of growth

- Explain the objective met by each artifact
- Share strengths and areas of growth

Share progress or chart of growth

- Show progress or chart of growth
- Explain how chart demonstrates growth

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DURING THE CONFERENCE

- Provide list of content specific questions parents can ask/students can answer
- Provide list of conversation starters to guide growth conversations
- Provide "Active Listening" look-fors list

Provide parents with content specific questions and guided conversation reference sheets

BEFORE THE CONFERENCE

- Choose 1 artifact per class, be sure students can share importance

Determine one artifact that must be included in the binder

- Artifacts and grade charts are ordered and easy to get to
- All other parts are neat and out of the way

Help students organize artifacts

- Choose date and incorporate into lesson planning

Determine when students will rehearse / role play (October 3,4,5)

Student Led Conferences Mar 2, 2017 Student Name: _____

1st Hour	Subject:	Teacher:
Artifact #1:		
Artifact #2:		

2nd Hour	Subject:	Teacher:
Artifact #1:		
Artifact #2:		

3rd Hour	Subject:	Teacher:
Artifact #1:		
Artifact #2:		

4th Hour	Subject:	Teacher:
Artifact #1:		
Artifact #2:		

5th Hour	Subject:	Teacher:
Artifact #1:		
Artifact #2:		

6th Hour	Subject:	Teacher:
Artifact #1:		
Artifact #2:		

7th Hour	Subject:	Teacher:
Artifact #1:		

Artifact #2:		
8th Hour	Subject:	Teacher:
Artifact #1:		
Artifact #2:		