

**Parent-Teacher Conference Form**

**STUDENT'S NAME:** \_\_\_\_\_ **DATE OF CONFERENCE** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_ **TIME BEGAN:** \_\_\_\_\_

**TEACHER'S NAME:** \_\_\_\_\_ **TIME END:** \_\_\_\_\_

**PARTICIPANTS IN CONFERENCE:** \_\_\_\_\_

**PREVIOUS NOTIFICATION(S)**

Deficiency report(s) sent and returned, specify \_\_\_\_\_

Previous conference(s) held, specify \_\_\_\_\_

Phone call(s) to parent/legal guardian. Date(s) \_\_\_\_\_

**PURPOSE OF CONFERENCE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACTORS**

The following are important factors when nonpromotion is a possibility. Utilization of this form during the parent-teacher conference may facilitate communication and yield a comprehensive picture of the child's situation. Check applicable factors, as appropriate.

	Present level of academic performance		Individual test results (where applicable)
	Standardized Tests		Language competency
	Teacher-Made Tests		Individualized Education Program (where applicable)
	Motivational maturity		Attendance
	Physical size		Transiency
	Social maturity		

**PARENT'S COMMENTS AND SUGGESTIONS (AND RESPONSE TO POSSIBILITY OF STUDENT'S RETENTION)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEACHER'S COMMENTS AND SUGGESTIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES** \_\_\_\_\_