

Student-Led Conference Schedule (SLC)
“Drop-In” Model

Teacher: _____ Room #: _____

Time	Family #1	Family #2
11:30 – 11:50		
11:50 – 12:10		
12:10 – 12:30		
12:30 – 1:00	<i>Follow-up Time</i>	<i>Follow-up Time</i>
1:00 – 1:20		
1:20 – 1:40		
1:40 – 2:00		
2:00 – 2:30	<i>Follow-up Time</i>	<i>Follow-up Time</i>
2:30 – 4:00	<i>Dinner Break</i>	<i>Dinner Break</i>
4:00 – 4:20		
4:20 – 4:40		
4:40 – 5:00		
5:00 – 5:30	<i>Follow-up Time</i>	<i>Follow-up Time</i>
5:30 – 5:50		
5:50 – 6:10		
6:10 – 6:30		
6:30 – 7:00	<i>Follow-up Time</i>	<i>Follow-up Time</i>

This schedule allows for each teacher on the team to host up to two SLC’s at the same time. On a 4-person team, this means that 8 conferences could be going on concurrently in four separate classrooms. That would host 192 families. Due to the average size of our teams, most of us would need to only schedule between 5-7 conferences every 20-minutes. This would give plenty of extra time for scheduling 40-minute conferences when necessary.

The half-hour “follow-up” periods are scheduled after each hour in order to provide parents additional time to see the core teachers one-on-one. The “follow-up” periods also allow for parents of your elective class to touch base with you. Nothing is scheduled during these “follow-up” periods.

Example: *A family who signs up for a 5:30 conference can have their student-led conference, then use the rest of the hour to visit with the co-curricular teachers who are centrally located. The parents could return at 6:30 to meet with any of the core teachers for additional one-on-one time.*

# of Teachers	# of Students	# of Conferences per 20-min.	# of Conferences in an Hour
4	168	7	21
4	144	6	18
4	120	5	15