

# Student-Led/Teacher-Supported Conferences Checklist

## Initial Planning

### Start of year:

- Begin collecting student work samples (on-going)
- Discuss student-led conferences with students

### During Open House Night:

- Discuss student-led conferences

### Four to Six Weeks Prior:

- Download forms from Middle Link and adjust forms for your team
- Discuss portfolio contents with team members and students

### Three Weeks Prior:

- Send home scheduling letter to parents
- Discuss with team members classroom logistics, portfolio consolidation, and display(s) for a parent table
- Talk to specialists about your team's plan and how they might be included

### One to Two Weeks Prior:

- Use class time to work on self-evaluations and sticky note talking points
- Send home letter with scheduled time for parents; call parents from whom you have not yet heard
- Coordinate sibling conference times with other teams
- Complete teacher evaluation forms to be placed in student portfolios

## "Crunch" Time

### Week of Conferences:

- Call families you still have not heard from
- Have students organize final portfolios; check on sticky notes talking points, self-evaluations, and goal sheets
- Practice conferences in class with students (role play)
- Make copies of parent reflections and feedback forms
- Discuss final logistics with team, counselors, and other staff members
- Place any paperwork from office or from specialists into student portfolios
- Make copies of conference schedule for team members and support staff
- Try to obtain interpreters for any non-English speaking families

### Day of Conferences:

- Organize tables and chairs in classrooms so families have room to sit with their student
- Place table signs in classrooms
- Post copies of schedule and agenda by each classroom for families and students to use as guides
- Place portfolios and paperwork (and any refreshments) on welcome tables
- Put out copies of letters and forms for parents (including parent reflection)



## The Big Day & Beyond!

### During Conferences:

- Direct parents and students to correct classrooms
- "Drop in" on each conference in order to confer with parents
- Collect portfolios and paperwork, or send home folders with students and their families
- Drink plenty of water!

### After Conferences:

- Debrief with students and have them complete reflections
- Debrief with team members and decide how to improve for next set of conferences
- In the fall, start collecting student work samples for spring conferences
- In the spring, continue collecting for a portfolio to go home at the end of the year
- For 7<sup>th</sup> graders, think about what could be passed onto 8<sup>th</sup> grade team teachers



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