

Student-Led/Teacher-Supported Conferences Timeline Checklist

Beginning of year:

- Teachers meet and determine work samples/artifacts to be collected over the course of the year.
- ⑥ Collect baseline student artifacts (on-going)
- ⑥ Introduce/review student-led conferences format and goals with students

During Open House Night:

- ⑥ Introduce/review student-led conference format and goals with parents

Six Weeks Prior:

- ⑥ Download forms from Middle Link and adjust forms for your team
- ⑥ Discuss portfolio contents with team members and students
- ⑥ Coordinate with Career Guide about what information will be shared

Three Weeks Prior:

- ⑥ Send home scheduling letter to parents
- ⑥ Discuss with team members classroom logistics, portfolio consolidation, and display(s) for a parent table
- ⑥ Talk to specialists that work with your team and plan how they might be included
- ⑥ Consider hand scheduling and possibly blocking extra time for families that will benefit from having more time for conference

Two Weeks Prior:

- ⑥ Use class time to work on self-evaluations and artifact talking points
- ⑥ Contact parents that have not yet scheduled their conference
- ⑥ Coordinate sibling conference times with other teams
- ⑥ Complete teacher evaluation forms to be placed in student portfolios

Week of Conferences:

- ⑥ Call families you still have not heard from
- ⑥ Have students organize final portfolios; check on artifact talking points, self-evaluations, and goal sheets
- ⑥ Practice conferences in class with students (role play)
- ⑥ Make copies of parent reflections and feedback forms, if used
- ⑥ Discuss final logistics with team, counselors, and other staff members
- ⑥ Place any paperwork from office or from specialists into student portfolios
- ⑥ Make copies of conference schedule for team members, support staff, and office staff
- ⑥ Obtain interpreters for any non-English speaking families

Day of Conferences:

- ⑥ Organize tables and chairs in classrooms so families have room to sit with their student

- ⑥ Place table signs (red/green flip charts) in classrooms
- ⑥ Post copies of schedule and agenda by each classroom for families and students to use as guides
- ⑥ Place sign in, portfolios, paperwork (and any refreshments) on welcome tables
- ⑥ Put out copies of letters and forms for parents (including parent reflection)

During Conferences:

- ⑥ Direct parents and students to conference location
- ⑥ “Drop in” on each conference in order to confer with parents
- ⑥ Collect portfolios and paperwork, or send home folders with students and their families
- ⑥ Drink plenty of water!

After Conferences:

- ⑥ Debrief with students and have them complete reflections
- ⑥ Debrief with team members and decide how to improve for the next set of conferences
- ⑥ In the fall, start collecting student work samples for spring conferences
- ⑥ In the spring, continue collecting for a portfolio to go home at the end of the year
- ⑥ For 7th graders, think about what could be passed onto 8th grade team teachers