

Purpose

Parent teacher conferences can be a powerful experience to discuss current student progress, and there has perhaps never been as important a time as this to reconnect with our students and families. The purpose of this document is to guide commonality in our teacher conferencing procedures. It is not designed to limit the conference, but to provide a baseline experience for our families.

Location: Conferences could be done either via phone or utilizing Zoom conferencing tools. They are not meant to be face-to-face. Conferences should take place the week of April 20.

Scheduling Tools: You may consider utilizing the [schoolappointments.com](https://www.schoolappointments.com) website for appointment scheduling. This service is provided free to all schools from now to the end of the year. Elizabeth Kelley, Darren Larama, Bruce Rhodes, and others have used this tool and can help principals as needed. If you use this, consider the following:

- EL and SPED students are pre-scheduled since this involves coordinating multiple schedules
- Office manager sends out scheduling invites
- Teachers reach out to parents who have not responded to schedule a time

Conference Guidelines:

Teachers should conference with each family in their class. Our goal is that each teacher complete step 1 (personal check-in) and 3 (conference summary) with as many families as possible. While step 2 (academic progress) is the heart of a typical conference, we recognize that we are in a unique situation and should not add stress to any family under duress.

1. Personal check-in

- Check in-connect on human level
 - Ensure that the family and students are okay
 - How is it going at home with students engaging in weekly/daily lessons?
 - Electronic access (Y/N)
 - Identify support needs

Based on the feedback from the conversation in step 1, the teacher can select to transition to step 2 to focus on academics or to move to step 3 to summarize the conference:

2. Academic Progress

- Share data and progress
 - Share iReady data, diagnostic scores and growth, DRA, etc.
 - Sharing any student work and focus goals
 - Discuss student progress and next steps
 - No SBA this year
 - Summer school?
 - Interpreters/LAP conferences
 - Specialists
- Share Title 1 and LAP information
- Establish a learning goal from now to the end of the year. Optional: Invite students to share personal goals and progress.

3. Conference Summary

- Summarize information discussed and what support you can provide for the student.

At the end of the week, email the principal the list of successful connections and a list of parents you were not able to reach.