

**Teacher-Parent Conference Planning Sheet**

Date of Conference: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

How long has he/ she been in your classroom: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

**Plan what you want to say about his/ her developmental progress here:**

Physical: \_\_\_\_\_  
\_\_\_\_\_

Intellectual: \_\_\_\_\_  
\_\_\_\_\_

Language: \_\_\_\_\_  
\_\_\_\_\_

Emotional: \_\_\_\_\_  
\_\_\_\_\_

Social: \_\_\_\_\_  
\_\_\_\_\_

**Plan what you want to say about his/ her developmental opportunities here:**

Physical: \_\_\_\_\_  
\_\_\_\_\_

Intellectual: \_\_\_\_\_  
\_\_\_\_\_

Language: \_\_\_\_\_  
\_\_\_\_\_

Emotional: \_\_\_\_\_  
\_\_\_\_\_

Social: \_\_\_\_\_  
\_\_\_\_\_

**Plan what you want to say about your teaching plan for the coming months:**

Physical: \_\_\_\_\_

\_\_\_\_\_

Intellectual: \_\_\_\_\_

\_\_\_\_\_

Language: \_\_\_\_\_

\_\_\_\_\_

Emotional: \_\_\_\_\_

\_\_\_\_\_

Social: \_\_\_\_\_

\_\_\_\_\_

**Take notes here on the parents' expressed needs/ comments/ concerns:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Follow up dates with parents for any required actions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rate this Parent Teacher Conference: (Check all that apply)**

I feel it went well, and the parents and I are on the same page

I was able to answer all the parents' questions and concerns

I feel I expressed myself clearly, with compassion and understanding

I don't think the parents were open to hearing about their child's areas of opportunity

Preparing for this conference helped me be more articulate and ready

I would do the following next time to improve this conference:

\_\_\_\_\_

\_\_\_\_\_