

Parent Conference Template

Date: _____

Purpose: _____

1. Introductions. Please introduce each member of the committee. Have participants sign below in space provided:

_____	_____
Name	Position
_____	_____
Name	Position
_____	_____
Name	Position
_____	_____
Parent Name	*Phone and E-mail

2. Statement of Concern: _____ Parent initiated _____ Educator initiated

3. Campus Response:

- a. Objective details of situation or incident concerned
- b. Review of attendance, discipline, grades, observations, and or pertinent data
- c. Environmental and/or situational concerns

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4. Possible Solutions:

- a. Physical/biological/medical considerations
- b. Environmental considerations
- c. Behavioral/Motivational considerations

5. Responsible parties:

- a. Educator roles and commitments for support
- b. Parental roles and commitments for support
- c. Student roles and commitment (if appropriate)

6. Follow-up:

- a. _____ Meeting date set for _____ at _____ o'clock
- b. _____ Monitor and meet only if needed (parent or educator initiated)

7. _____ Formal e-mail sent to participants *Be sure to include parent in e-mail

8. Facilitator: _____