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# HOW TO PREPARE AND IMPLEMENT STUDENT-LED CONFERENCES

- 1) Assemble file folders or pocket folders that contain the following pages. (checklist, self-evaluations, and goals pie chart) Have students complete and color the "Progress Portfolio" cover and glue onto the front of their folders.
- 2) Send a note home to parents to schedule Student-Led Conferences. These can be held during regular allotted Parent-Teacher Conference times, but several students can be in the classroom with their parents at one time. I would suggest offering them a time slot range. (i.e. 5:00-6:00, 6:00-7:00, or 7:00-8:00). I would suggest giving parents an option for an additional one on one conference if they choose, but this is usually only applies to specific situations. This form is EDITABLE for you to cater to your schedule.
- 4) As a whole class, have students complete self-evaluations for Myself as a Reader and Writer, Myself as a Mathematician, and My Behavior and Work Habits. Students will mark an X or check in the column that best describes them, Then go highlight THREE goals that they have for themselves on each one.
- 5) Help students select four work samples, one showing pride, one showing improvement, one showing perseverance, and one showing creativity. Have them complete the corresponding forms and staple them to their samples. You may wish to have students choose one work sample for each subject area, but this is your choice. Students will store all work samples inside their Portfolio folder OR you may choose to display them in the hallway or around the classroom.
- 6) One-on-one, discuss and complete a goals chart with each student. Record two to three goals that you have for them and help them compose their own goals.
- 7) When Portfolios are complete, have students "practice" presenting them with partners or upper grade buddies before the conferences are held.

# STUDENT-LED CONFERENCES are Coming Soon!

Date(s): \_\_\_\_\_

## MORE INFORMATION:

Sincerely,

\_\_\_\_\_

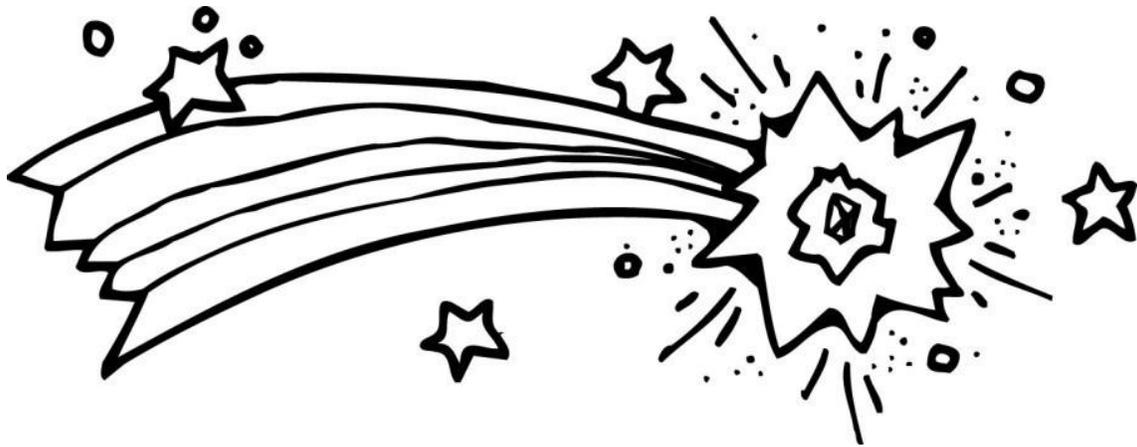
Child's Name: \_\_\_\_\_

Yes, we will be able to attend.

No, we will not be able to attend. I will contact you to reschedule.

\_\_\_\_\_ 's  
\_\_\_\_\_ Grade

# PROGRESS PORTFOLIO



**Watch me GROW!**

\_\_\_\_\_ Grade

# STUDENT-LED Conferences

Date: \_\_\_\_\_



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

Parents:

- \* Your child will direct the conference using the checklist below.
- \* Your child's teacher will be present and available if needed.

## Student Checklist:

\_\_\_\_\_ ① Share all of your self-evaluations and GOALS for each one:

- \*Myself as a Reader and Writer
- \*Myself as a Mathematician
- \*My Behavior and Work Habits

\_\_\_\_\_ ② Using your work samples:

- \*Share a work sample that shows PRIDE.
- \*Share a work sample that shows IMPROVEMENT.
- \*Share a work sample that shows PERSEVERENCE.
- \*Share a work sample that shows CREATIVITY.

\_\_\_\_\_ ③ Review your goals on the pie chart that you and I have set together, and have your parents write 2-3 goals for you as well.

\_\_\_\_\_ ④ Give your parents a tour of our classroom. Share your favorite learning spots and resources.

\*PARENTS: Please write a note to your child, fill out a feedback form and pick up any handouts from the teacher before you leave.

**Thank YOU** for attending your child's Student-Led Conference!



# MYSELF as a READER and WRITER



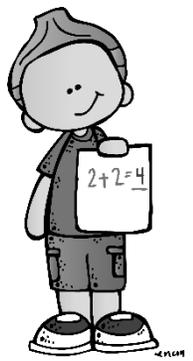
Name: \_\_\_\_\_

	Often	Some-Times	Hardly Ever	Not Yet
I read aloud fluently.				
I read aloud with expression.				
I read a variety of genres.				
I choose books on my "just right" level.				
I learn new words when I read.				
I predict when I read.				
I make connections when I read.				
I visualize when I read.				
I summarize when I read.				
I stay focused during independent reading time.				
I like to read and write at home.				
I write a variety of narrative, informational, and opinion stories.				
I use correct capitalization and punctuation in my writing.				
I use topic sentences and concluding sentences.				
I have neat handwriting.				
I stay focused during independent writing time.				
I come up with ideas easily when I write.				
I use strategies to help me spell.				
I use descriptive words in my writing.				

**HIGHLIGHT** 3 Goals for yourself.



# MYSELF as a MATHEMATICIAN



Name: \_\_\_\_\_

	Often	Sometimes	Hardly Ever	Not Yet
I share my problem solving strategies with others.				
I enjoy solving puzzles and brain teasers.				
I enjoy working with a small group during math.				
I can explain how to solve problems in writing.				
I have fact power with my addition and subtraction facts.				
I have fact power with my multiplication and division facts.				
I can successfully play math games with others.				
I can successfully complete my math homework.				

**HIGHLIGHT** 3 Goals for yourself.



# MY BEHAVIOR and WORK HABITS



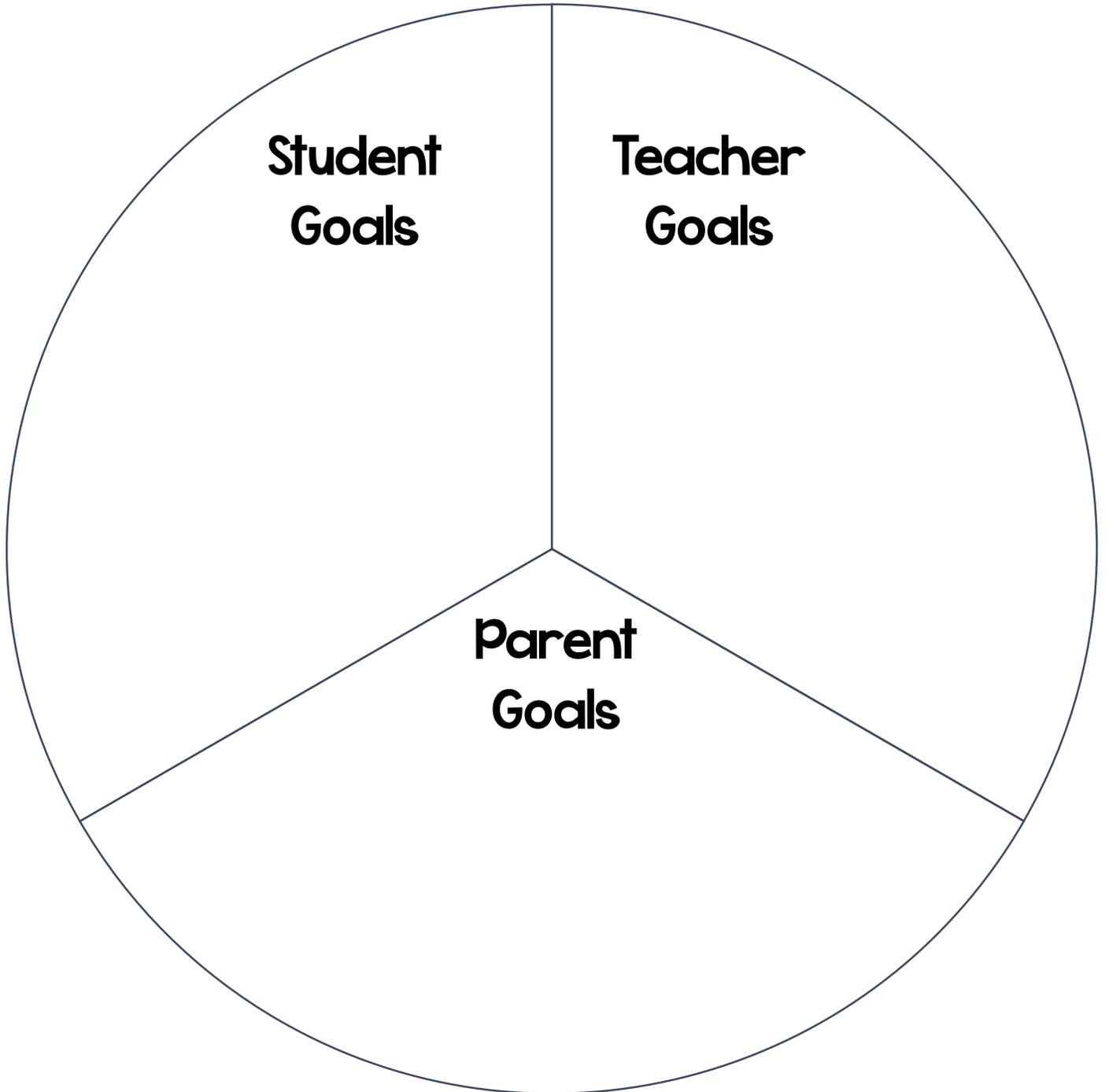
Name: \_\_\_\_\_

	Often	Some- times	Hardly Ever	Not Yet
I follow directions and classroom procedures.				
I make good use of my time.				
I work independently.				
I listen carefully to my teacher and classmates.				
I put my best effort into my work.				
I cooperate with my classmates.				
I use self-discipline with my voice.				
I use self-discipline with my body.				
I participate in group activities.				
I take care of materials and supplies.				
I clean up after myself.				
I turn in my homework on time each week.				
I display a positive attitude.				

**HIGHLIGHT** 3 Goals for yourself.

# MY GOALS FOR THE REST OF THE YEAR

Name: \_\_\_\_\_



# PRIDE



Description of this work sample:

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This work sample shows **PRIDE** because:

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# PERSEVERANCE



Description of this work sample:

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This work sample shows **PERSEVERANCE** because:

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# IMPROVEMENT



Description of this work sample:

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This work sample shows **IMPROVEMENT** because:

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---

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# CREATIVITY



Description of this work sample:

---

---

---

---

This work sample shows **CREATIVITY** because:

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# A NOTE TO MY CHILD

Dear \_\_\_\_\_,

My favorite part of your Student-Led Conference was

---

---

I am most proud of

---

---

I will help you improve

---

---

Love,

---

# PARENT FEEDBACK

Student Name: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

What was your favorite part of Student-Led Conferences?

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How can we make Student-Led Conferences better in the future?

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Any other questions or concerns?

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# CREDITS

CREATED BY  
BROOKE BROWN

