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Conference Ready

Parent-Conference Prep Sheets · Grades 3–5

A printable fall-conference kit that turns 15 hectic minutes into a calm, structured conversation. Four fill-in sheets cover the whole arc: what you'll share, how you'll say it, what parents should ask, and what everyone agrees to do next.

1. Student Snapshot	One page per student: strengths, growth areas, subject check-ins, and your honest summary.
2. Talking-Point Prompts	Teacher prompts by category — celebrate, discuss, plan — with time-box checkboxes.
3. Parent Questions Page	Send home before the conference: questions that help parents come prepared, not surprised.
4. Follow-Up & Commitment Sheet	End every conference with written next steps, owners, and a follow-up date.

Print one full set per student. The parent questions page goes home 3–5 days before the conference.

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1 · Student Snapshot Sheet

Fill in one per student before fall conferences. Bring it with you — this is your whole story on one page.

Student name: **Grade:** **Date of conference:**

Teacher: **School year:** **Time:**

Strengths — what this student does well (pick 2–3)

Growth areas — where we're working (pick 1–2)

Subject check-in

Reading	☐ Thriving	☐ On track	☐ Needs support
Writing	☐ Thriving	☐ On track	☐ Needs support
Math	☐ Thriving	☐ On track	☐ Needs support
Science	☐ Thriving	☐ On track	☐ Needs support
Social Studies	☐ Thriving	☐ On track	☐ Needs support
Work habits & organization	☐ Thriving	☐ On track	☐ Needs support
Behavior & cooperation	☐ Thriving	☐ On track	☐ Needs support

My honest summary (2–3 sentences — the heart of the conference)

Celebrations to share

Fictional sample data — replace with your student.

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2 · Teacher Talking-Point Prompts

Check the prompts that fit this student. Aim: 3 minutes celebrate, 7 minutes discuss, 5 minutes plan.

Celebrate (start here — 3 min)

- [ ] Name one specific moment this student made you proud.
- [ ] Point to measurable growth since the start of the year.
- [ ] Share something the class values about this student.
- [ ] Read one short piece of the student's best work aloud.

Discuss (the honest middle — 7 min)

- [ ] Lead with data, then the story: one score/sample + what it tells you.
- [ ] Name the single biggest growth area — in plain words, no jargon.
- [ ] Ask what the parent is seeing at home before you interpret.
- [ ] If behavior: describe the pattern, not the label ("calls out during lessons" not "disruptive").
- [ ] For a concern: pair it with a strength it connects to.

Plan (end with action — 5 min)

- [ ] Propose ONE specific strategy you'll try at school.
- [ ] Ask for ONE thing the family can try at home.
- [ ] Set a follow-up date — before they leave the room.
- [ ] Confirm how you'll communicate: planner note, email, or call.

Hard-moment sentence starters

- [ ] "Here's what I'm noticing in class, and here's what I'm trying…"
- [ ] "What does this look like at home? I want the full picture."
- [ ] "This is common in 4th/5th grade — and here's how we move through it."
- [ ] "I'd love your help with one small thing this month…"

Time-box reminders

If the conversation runs long, park it: "That's worth a longer conversation — can we set 20 minutes next week?" Protect the next family's time.

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3 · Parent Questions Page

Send home 3–5 days before the conference. Prepared parents ask better questions — and walk in as partners.

Before we meet, we'd love to know

Please jot a few thoughts and bring this page with you. Nothing formal — a few words per line is plenty.

What does your child enjoy most about school right now?

Anything new at home we should know about (moves, family changes, health)?

What does homework time look like at your house?

Questions you might ask your child's teacher

- [ ] What's my child's biggest strength as a learner?
- [ ] Where is my child compared to grade-level expectations?
- [ ] What's one thing I can do at home to support reading/math?
- [ ] How does my child handle mistakes and frustration?
- [ ] How does my child get along with classmates?
- [ ] Is there anything you're concerned about that I should know?
- [ ] What are the most important skills to build this year?
- [ ] How will we stay in touch about progress?

Your questions for us

There are no bad questions at a parent conference. If it's on your mind, it's worth asking.

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4 · Follow-Up Notes & Commitment Sheet

End every conference with written next steps. Who does what, by when — signed by everyone at the table.

We agreed on

Action step	Owner	By when

Teacher will

Family will

Student will

Follow-up

Follow-up meeting date/time:

How we'll check in (circle): planner · email · phone

Notes from follow-up:

Signatures

Teacher signature / date:

Parent/guardian signature / date:

A conference without written follow-up is just a chat. This page is the part parents remember.