*Note: Parent/Teacher conferences may be used as an intervention prior to referral to the administration. This form serves as documentation of the intervention.*

Berclair ES Parent-Teacher Conference Log

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

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Contact Information (telephone #): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Teacher(s) participating in conference (name and subject taught):

**1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| ***Strengths?*** | ***Concerns?*** | ***Ideas for parent/student?*** |
| * Asks for help
* Attends class every day
* Comes prepared with materials
* Comes to class on time
* Completes homework
* Does well on tests
* Gets along with other students
* Has positive attitude
* Is respectful towards adults
* Listens well
* Participates in class
* Solves problems
* Thinks creatively
* Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student needs to:* + Attend school every day
	+ Be on time to class
	+ Bring all materials
	+ Remain seated during class
	+ Complete class work
	+ Participate appropriately
	+ Communicate respectfully
	+ Help others as needed
	+ Be positive towards learning
	+ Pay attention, focus
	+ Complete homework
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 8-10 hrs of sleep; alarm clock
* Attend After-School tutorials
* Check homework log daily
* Clean up backpack/locker
* Daily Progress Report
* Enroll in an after-school program
* Get phone #s of study buddies
* Healthy breakfast & lunch daily
* Obtain counseling: academic/ social/emotional
* Obtain/meet with adult mentor
* Reward small improvements
* Student Attendance Review Team
* S-Team Referral
* Weekly Progress Report
* Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Interventions & Assessments** |  |
| **Data To Share** | Reading \_\_\_\_\_\_ Mathematics \_\_\_\_\_\_ Science \_\_\_\_\_\_\_ SS \_\_\_\_\_\_\_\_\_ | **Behavior** |
| **Mastery Connect \_\_\_\_\_\_\_** |  |  |  |  |  |  |
| **IReady** |  |  |  |  |  |
| **TCAP \_\_\_\_\_\_\_** |  |  |  |  |  |

**Comments/Notes**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures**

**Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**