

Parent-Teacher Conference Form

Date of Conference _____

Student's Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Student's Address _____			
<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Student's Age _____	Date of Birth _____	Sex _____	Student's Phone Number _____
School _____	Grade _____	Homeroom/Classroom _____	

PREVIOUS NOTIFICATION(S)

- ~~Progress report(s) sent~~ ~~Deficiency report(s) sent~~ and ~~returned~~, specify _____
- Previous conference(s) held, specify _____
- Previous non-promotion(s), specify _____
- Student Assistance Team/~~Teacher Committee~~, explain _____

COMMENTS/DISCUSSION

The following are important factors when non-promotion is a possibility. Utilization of ~~this form~~ the following areas is encouraged during the parent-teacher conference ~~may facilitate communication and to~~ yield a comprehensive picture of the child's situation. ~~Check applicable factors, as appropriate.~~

	Physical size
	Social maturity
	Motivational maturity
	Standardized Group Tests (Academic Expectations)/Teacher Made Tests
	Individual test results (where applicable)
	Present level of academic performance
	Language competency
	Individualized Education Program (where applicable)
	Attendance
	Transiency

<u>Physical Size</u>	<u>Social Maturity</u>
<u>Motivational Maturity</u>	<u>Formative and Summative Assessment Data</u>
<u>Present Level of Academic Performance</u>	<u>Language Competency</u>
<u>Individualized Education Plan (if applicable)</u>	<u>Attendance</u>
<u>Transiency</u>	<u>Age at Graduation</u>

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Assessment Data

<u>Assessment</u>	<u>Expected</u>	<u>Child</u>
<u>MAP Reading</u>		
<u>MAP Math</u>		
<u>Other Assessments:</u>		

Additional Comments _____

Parent's response to possibility of student's retention _____

Parent's suggestions _____

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RECOMMENDATION

The instructional staff at _____ Elementary School recommends that _____ be provided an extra year of _____ grade. The instructional staff has determined that this student has not met the requirements to be successful at the next grade level.

Reasons for Retention Recommendations:

1. _____
2. _____
3. _____
4. _____

Principal: _____

Teacher: _____

Parent: _____

_____ I agree with the recommendation for an extra year.

_____ I understand the concerns communicated to me by the teacher and school leadership team. However, I do not agree with the recommendation for an extra year.