

Collaborative conference guide

Use this research-based guide to hold collaborative family-teacher conferences that focus on student outcomes and lead to continued partnership.



Part 1: 10 min.

Teacher-led

This section of the conference is for updates from the teacher, such as grades, missing work and and celebrations about a job well-done as well as behavior reports from the classroom and around the school. This will inform the family of the bigger picture, as they have been receiving smaller updates along the way.

- Academic progress
- Behavior reports
- Missing homework/classwork



Part 2: 10 min.

Family-led

This section of the conference is for the family to answer questions the teacher may have about the student's social, emotional, and circumstantial or home life. This is a great time to build on the relationship you've built with the family and show interest in their lives and how much you care for their child beyond academics, as well as gathering critical insight on motivators and triggers for certain behaviors.

- Social-emotional challenges
- Important family circumstances
- Behavioral challenges



Part 3: 10 min.

Collaborative

Now it's time to work together and look to the future! What are your mutual goals for the student both academically and socially? How will you stay in contact between this meeting and the next? When is the next meeting? Are there any outstanding questions?

- Next steps
- Student goals
- Communication goals
- Schedule next meeting