



Conference Timing Guideline

30 MINUTE TIME SLOT PER STUDENT: CANNOT GO OVER!

Sample Timing for a 6pm-6:30pm conference:

6-6:05pm-STUDENT explains why we are here and introduces TEACHER to PARENT(S) and vice versa, TEACHER has presentation set up already for them.

6:05-6:15pm-STUDENT leads conference, goes through presentation, TEACHER only speaks when STUDENT needs assistance (keep it to a minimum), PARENTS and TEACHERS hold comments and questions until the end

6:15pm-6:20pm-STUDENT wraps up their information, asks TEACHER what they have to add (TEACHER goes over EMPLOYABILITY SKILLS RATING FORM RESULTS), then asks PARENTS if they have any questions, concerns, goals, etc.

6:20-6:25pm-STUDENT and TEACHER fill out CONFERENCE EVALUATION FORM

6:25pm-STUDENT and PARENT(S) leave, teacher sets up for next conference

*Created by and for the Elcho School District 2018-19

