

Student-Led Conference Toolkit

A practical, student-owned conference system for grades 6-12.

ElevateTheNorm.com

By Clay Shumate

THIS PACK INCLUDES

- 1 Conference readiness checklist
- 2 Evidence and portfolio planner
- 3 Student speaking script
- 4 Next-step agreement

How to use this pack

A student-led conference works only when the student has evidence, practice, and a realistic amount of control. Students do the planning and the talking; the teacher sets the time limit and backs them up.

QUICK START

- One week out: students choose three pieces of evidence and draft one strength and one next step.
- The day before: rehearse the opening and transitions, and prepare for one likely family question.
- During: the student leads; the teacher adds context only when asked or needed.
- After: everyone signs the next-step agreement and sets a check-in date.

Conference Readiness Checklist

Check each box before the conference. If a box is empty, that is the next thing to do.

Student _____ Conference date _____

ONE WEEK BEFORE

- ☐ Choose three pieces of evidence: growth, challenge, and strongest work.
- ☐ Identify one pattern across grades, feedback, or habits.
- ☐ Draft one strength and one honest next step.
- ☐ Confirm the audience, time limit, and available technology.

THE DAY BEFORE

- ☐ Rehearse the opening and transitions.
- ☐ Check that every claim points to evidence.
- ☐ Prepare for one likely family question.
- ☐ Choose the first action to take after the conference.

The family question I expect, and how I will answer it:

Evidence and Portfolio Planner

Do not collect everything. Choose evidence that helps you explain a pattern.

Name

Class period

Evidence	Assignment / artifact	What it shows
1. My growth		
2. A challenge and how I responded		
3. Work I can defend		

The pattern I notice across my work:

One strength and one honest next step:

Student Script and Next-Step Agreement

Use the prompts as a guide, not a speech to memorize.

Name

Class period

Opening: what I want you to understand about my progress

Evidence: the work that best proves it

Reflection: what is still difficult and why

Next step: what I will do, by when, and what support I need

Next-step agreement	Who	By when
Student will		
Family will		
Teacher will		

Need the whole lesson, not just the form?

Everything in this pack is free and stays free. When you need a ready-to-teach lesson, a sub plan you can leave tonight, or a bigger toolkit, it lives in Clay Shumate's TeachersPayTeachers store.

PAIRS WITH THIS PACK

Parent-Teacher Conference Forms

Scripts and templates for middle and high school conferences.

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PAIRS WITH THIS PACK

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A free log with call-opener scripts for grades 6-12.

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