

Parent-Teacher Conference Prep Pack

Fall conferences go better when every family hears one specific strength, one clear next step, and one way they can help. Fifteen minutes, no surprises.

THIS PACK INCLUDES

- 1 Student snapshot sheet (one per student)
- 2 15-minute conference agenda and script
- 3 Family pre-conference questions (send home)
- 4 Follow-up and commitments log

BEFORE CONFERENCE NIGHT

- ☐ Fill out a snapshot for every student on your list, not just the ones you are worried about.
- ☐ Pull two pieces of student work: one that shows a strength, one that shows the next step.
- ☐ Send the family questions home a week early so families arrive with their own agenda.
- ☐ Ask each student: what do you want your family to hear about this class?
- ☐ Print the follow-up log and keep it next to you during conferences.

Middle and high school note

Invite the student. Families hear more when a teenager explains their own work, and students take the next step more seriously when they helped name it. If a student cannot attend, read their answer to the question above out loud.

Designed for grades 6-12. Print, adapt, and use it without an email gate. Keep the small ElevateTheNorm.com line so other teachers can find the current version.

Student Snapshot

One page per student. If you only have time for three boxes, do the strength, the next step, and the family ask.

Student _____ Family attending _____

	What I will say	Evidence I can show
A specific strength		
Current grade and what it means		
One next step		
What the student wants shared		
One way the family can help		

NOTES DURING THE CONFERENCE

15-Minute Conference Agenda

A predictable structure keeps conferences on time and keeps the hard part from becoming the whole conversation.

Time	Step	What it sounds like
0:00	Welcome	"Thanks for coming in. I want to start with something ____ does well in this class."
1:00	Strength	Name it, show the work sample, say why it matters.
4:00	Current picture	Grade, what it is made of, and what it does and does not mean.
7:00	Next step	One specific skill or habit. Show the second work sample.
10:00	Family voice	"What are you seeing at home? What would you like me to know?"
13:00	Agree on a plan	Who does what before the next check-in. Write it on the follow-up log.
14:30	Close	Restate the strength. Share the best way to reach you.

IF THE CONVERSATION GETS HARD

- Slow down and ask what the family has noticed before you add more.
- Separate the student from the behavior: describe what happened, not what kind of kid they are.
- If you need more than 15 minutes, schedule a second meeting instead of running over.

Family Pre-Conference Questions

Optional. Families can send this back, bring it, or just think about it before we meet.

Student _____

Your name _____

What is your student proud of this year?

What seems hard for them right now, in this class or in general?

How does your student usually talk about this class at home?

Is there anything that would help me understand your student better?

What is the best way and time to reach you?

TEACHER FOLLOW-UP LOG

Student	Commitment	Who	Check-in date

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.

[View on TPT >](#)

PAIRS WITH THIS PACK

The Parent Contact Log (FREE)

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

[View on TPT >](#)

BEST VALUE

The Teacher Emergency Kit: ULTIMATE Bundle

64 resources for grades 6-12: sub plans, behavior tools, routines, and more in one download.

[View on TPT >](#)

FOR THE NEXT SICK DAY

Strange But True Sub Plans Mega Bundle

18 sets, 90 no-prep lessons students actually read. Leave it and take the day.

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The full library of free, no-email printables for grades 6-12 is at elevatethenorm.com/resources. New seasonal packs go up every few weeks.

Paid products are from the author's own store. Buying one supports the free resources on ElevateTheNorm.com.