

Student-Led Conference Toolkit

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

THIS PACK INCLUDES

- Conference readiness checklist
- Evidence and portfolio planner
- Student speaking script
- Next-step agreement

Designed for grades 6-12. Print, adapt, and use it without an email gate.

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Conference Readiness Checklist

A student-led conference works only when the student has evidence, practice, and a realistic amount of control.

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.

Evidence and Portfolio Planner

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

Evidence 1 - What it shows about my growth
Evidence 2 - A challenge and how I responded
Evidence 3 - Work I can defend
The pattern I notice across my work

Student Conference Script and Next Step

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

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
Family / teacher follow-up agreement