

+Conferences



Parent-Teacher conferences are an important opportunity to engage with families, reviewing their hopes and dreams for their child's time in your classroom. Conferences are also a time to review children's developmental progress and the child's strengths and opportunities for continued growth.

+Resources for conferences:

Get a conference packet for each child from your Site Supervisor.

Prepare by gathering copies of:

Letter Number ID (HS only) and Screening Summary sheets- 1st only (one for each child).

Portfolio

Review your COR and print out the Family report for each child.

Review the Denver and the DECA Reports so that you can complete the Screening summary (1st only).

You will also review the DECA report with the family (1st only).

+Setting up conferences

Ensure that all families have received the '[It's your Parent-Teacher Conference time](#)' information sheet.

Find the [PTC schedule form here](#)

Notify families of open time slots.

+What's in the packet

Individualization Plan

Change of Status (COS):

Only fill this out if there are changes. Disregard this form if there are no changes.

Screening Summary (1st only)

Remember to ensure that all forms completed with families at the Conference are signed. Only ask them to sign forms that you have discussed with them and are relevant for their child.

Family Friendly Survey- Allow time before or after the conference for families to fill out survey away from your presence. Have them place in envelope. Then place all individual envelopes in the one manilla envelope. (2nd only)

+What to have with you

[ELOF app](#): Gives you goals and activities designed to support those goals

COR scoring guide: helps you to know what's next. Think ahead a bit so you have ideas at the ready to suggest at-home activities. Look back at the Individualization form you completed with the family at the first Home Visit

+After the conference:

Forms to File: Portfolio.

Letter/Number ID

COR report

Screening Summaries (1st only).

Return any reports/forms referenced.

Forms to turn in with your end of the month paperwork: Screening Summaries (1st only)

PTC schedule

Letter/Number ID

* Will get picked up: Manilla envelope with Family friendly surveys

*Note: the bottom of the duplicate forms will tell you which color copy goes where.