

TEACHER RESOURCES · ALL GRADES

Parent–Teacher Conference

Notes form

Meeting details

Child's name _____

Date _____

Parent / carer _____

Teacher _____

Three strengths to celebrate

Specific, evidenced examples — not generic praise.



Two areas to develop

Phrased constructively. Always paired with what we're going to do about each.

Agreed actions — at school

What will the teacher / school do? With timeline.

Agreed actions — at home

What will the family do? With timeline.



Parent comments

Anything the parent wanted recorded — concerns, context, questions.

Follow-up date

When will we check in again?

