

PARENT & FAMILY ENGAGEMENT RESOURCE

Parent-Teacher Conference
Forms, Scripts & Data Binder

FULL YEAR

A Complete Conference Toolkit for Educators

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UM Printables

Premium Resources for Educators

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TIP: Print the forms you need most and organize them in a binder with dividers for each section. Use sheet protectors for reusable templates and keep extra blank copies in the back pocket for quick access during conference season.

HOW TO USE THIS RESOURCE

- Step 1:** Send home the Pre-Conference Questionnaire at least one week before conferences.
- Step 2:** Use the Student Data Summary Form to compile each student's key data points.
- Step 3:** Prepare your Conference Agenda using the template for each meeting.
- Step 4:** Review the Conversation Starters Guide for any sensitive topics you anticipate.
- Step 5:** During the conference, take notes and collaboratively complete the Follow-Up Action Plan.
- Step 6:** Share the Translation Note with multilingual families as needed.



PARENT & FAMILY RESOURCE BINDER

Parent-Teacher Conference Forms, Scripts & Data

Teacher Name: _____

Grade / Subject: _____

School Year: _____

Room Number: _____

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PRE-CONFERENCE PARENT QUESTIONNAIRE

PURPOSE: Send this questionnaire home at least one week before the conference. It helps you prepare effectively and ensures the meeting addresses the topics most important to families.

Student Name: _____ **Grade:** _____
Parent/Guardian Name: _____ **Best Contact Phone:** _____

1. ACADEMIC PROGRESS

How do you feel your child is doing academically this year?

- ☐ My child is excelling — they need more challenge
- ☐ My child is progressing well at grade level
- ☐ My child is struggling in some areas
- ☐ I am concerned about my child's academic progress

In which subject(s) does your child perform best?

In which subject(s) does your child need the most support?

2. SOCIAL & EMOTIONAL WELL-BEING

How does your child feel about school this year?

- ☐ Enthusiastic and eager to learn
- ☐ Generally positive but sometimes reluctant
- ☐ Often anxious or stressed about school
- ☐ Disengaged or unmotivated

Does your child have positive friendships at school?

- ☐ Yes
- ☐ Somewhat
- ☐ No / I have concerns

Any social or emotional concerns you would like to discuss?

3. HOME LEARNING ENVIRONMENT

How would you describe homework time in your home?

- ☐ Smooth — my child works independently
- ☐ Sometimes challenging — my child needs reminders
- ☐ Very difficult — homework causes significant stress
- ☐ We need strategies to make homework more manageable

CONVERSATION STARTERS GUIDE

PURPOSE: Discussing sensitive topics can be challenging. This guide provides empathetic, professional scripts to navigate 12 common but difficult conference scenarios. Adapt the language to fit your voice and the specific student.

Scenario 1: Discussing Falling Grades

Context: *A student who previously performed well is experiencing a decline in academic performance.*

Try Saying: "I have noticed a change in [Student]'s recent work compared to earlier this year. Let us look at this data together and brainstorm how we can support them in getting back on track."

Scenario 2: Addressing Disruptive Behavior

Context: *A student is frequently calling out, leaving their seat, or distracting peers.*

Try Saying: "[Student] has so much energy and wonderful ideas to share. I want to help them channel that focus during work time so they and their peers can concentrate. What strategies have you seen work well at home?"

Scenario 3: Chronic Absenteeism or Tardiness

Context: *A student is missing significant instructional time due to absences or arriving late.*

Try Saying: "We miss [Student] when they are not here, and I want to make sure they do not fall behind. Can we talk about any barriers to getting to school on time and how I might help remove them?"

Scenario 4: Parent Disagrees with an Assessment Grade

Context: *A parent feels an assignment or assessment was graded unfairly or does not reflect the student's ability.*

Try Saying: "I hear your concern, and I appreciate you advocating for [Student]. Let us walk through the grading rubric together so we can see exactly where the points were allocated, and then discuss how they can improve on the next one."

TRANSLATION NOTE FOR MULTILINGUAL FAMILIES

PURPOSE: Include this bilingual note when sending home conference invitations and forms. It ensures multilingual families feel welcomed and informed about their right to language support services.

ENGLISH

Dear Family,

We are looking forward to our upcoming parent-teacher conference! This meeting is an important time for us to discuss your child's progress and work together to support their success.

If you need an interpreter or translator for our meeting, please let us know as soon as possible. We are happy to provide language support so you can fully participate in our conversation. Please check the box below and return this form to school.

☐ I need an interpreter for the conference. My preferred language is: _____

ESPAÑOL

Estimada Familia,

Esperamos con interés nuestra próxima conferencia de padres y maestros. Esta reunión es un momento importante para que hablemos sobre el progreso de su hijo(a) y trabajar juntos para apoyar su éxito.

Si necesita un intérprete o traductor para nuestra reunión, por favor avísenos lo antes posible. Estamos encantados de proporcionar apoyo lingüístico para que pueda participar completamente en nuestra conversación. Por favor marque la casilla a continuación y devuelva este formulario a la escuela.

☐ Necesito un intérprete para la conferencia. Mi idioma preferido es: _____

Teacher / Maestro(a): _____

Date of Conference / Fecha de la Conferencia: _____

Return By / Devolver Antes de: _____