



## Parent Teacher Conference Checklist

Child's Name:

Attending Parent(s)/Guardian(s):

Date of Conference:

**Conference Topics:** (Please check all topics that were discussed during the conference)

- ☐ Learning Beyond Paper Assessment Results
- ☐ Developmental and Educational Goals Form (JFS 1514) or Summary & Goal Setting form, set and signed by teacher and parent
- ☐ Discuss growth areas; key goals accomplished; new goals moving forward
- ☐ ASQ and/or ASQSE
- ☐ RTI Action Plan
- ☐ Child's ability to get along with others
- ☐ Address concerns about the child's development, behavior, or academic progress
- ☐ Suggestions of what the parent can do to help at home
- ☐ Referral Information to appropriate social, mental health, educational, wellness/medical services
- ☐ Discuss how we can partner with the family to ensure success for the child
- ☐ Questions from the parent:

## Comments/Follow-up

## Signatures

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_