

Conferences Script

We've created this "Mad-Libs" style conferences script to save you time and energy! Simply fill in the blanks with a few brief, specific notes for each student. Review your script prior to the conference, or keep on hand to reference during the meeting. Using this script, you will be well-prepared to make the most of conferences this year!



Welcome/Friendly Greeting:

Tips: Set the stage for a positive conversation by helping families feel comfortable. Ensure interpreters, childcare, and transportation are available if needed, research cultural norms to ensure greetings are appropriate, and remember to introduce yourself!

Good _____
[morning/afternoon/evening] [Families/Parents/Guardians Names]

I hope you're all doing _____! Thank you for taking the time to meet with me
[well/fantastic/just great]

today. I am _____. It's always a pleasure to connect with
[introduce yourself with name and title]

_____ 's family.
[student's name]

Sharing a Personal Connection/Story about the Student:

Tips: Start with a positive connection! Jot down a short personal anecdote to share about the student. This lets families know you value building relationships and getting to know their child!

Before we dive into the details, I wanted to share a _____ story about
[funny/heartwarming/inspiring]

_____. One day in class, _____
[student's name] [he/she/they] [insert story or anecdote about the student].

It truly _____ and highlights _____
[made my day/warms my heart/illustrates their character] [his/her/their]

_____.
[positive quality/unique personality trait]

Discussing What We Are Learning in Class/Goals of Class:

Tips: Provide a brief overview of current learning topics. If you'd like to share further details, consider including a syllabus or bulleted list that families may take home.

In our class, we're currently exploring _____. Our main goal is to
[subject or topic]

_____.
[describe class goals, e.g., foster a love for learning, develop critical thinking skills, or specific content area objectives]

Share Student's Progress in Class:

Tips: Prepare a report with the students' grades and assignments completed or missing. Display on your computer or print out for the family. Have a few authentic student work examples ready to share. Consider having students select a few samples they're proud of to include in their conference folder!

Now, let's take a moment to discuss _____'s academic achievements and progress in the
[student's name]

class. I'll provide information on _____ performance in a couple of key areas.
[his/her/their]

_____. They have been
[Share current grade or more general meets/exceeds/falls below expectations]

_____ in turning in assignments on time.
[successful/inconsistent]

Share Student's Areas of Strength:

Tips: Jot down a few positives ahead of time, regarding academic, organizational, social-emotional skills, or other areas where the student excels or has made progress.

One of the strengths I've noticed in _____ is _____ exceptional _____.
[student's name] [his/her/their] [quality or skill]

_____ consistently excels in _____, and _____.
[He/She/They] [mention specific subject or area] [his/her/their]

_____ truly shines through.
[creative thinking/leadership/enthusiasm]

Share Student's Areas for Growth:

Tips: Share any areas where improvement is needed. We recommend focusing on 3 or fewer key areas, so as not to overwhelm. Below, we've provided specific scripts that can be used for common challenges!

In our journey, we've also identified some areas where _____ can further improve.
[student's name]

Specifically, _____ could benefit from some additional support in _____.
[he/she/they] [mention subject or area]

I believe with _____ collaborative effort, we can help _____ develop more confidence in
[your/our] [him/her/they]

this area.

Offer Time for the Family to Ask Questions:

Tips: Be sure to budget time for this important piece! If you are unsure of a reply, feel free to record the question and follow up by phone or email when you have found the answer.

Now, I'd like to open the floor to you. Please feel free to ask any questions or share any concerns you might have about _____'s progress, their experience in class, or any other topic that's on
[student's name]

your mind.

Recommendations for How the Family Can Support Their Child at Home:

These are a few ideas if you'd like to share additional suggestions—and of course, feel free to add your own that are specific to your class needs!

To further support _____'s academic journey, here are some recommendations for what you
[student's name]

can do at home:

Ideas for Elementary Students:

- **Establish a Routine:** Having a consistent daily routine can help them stay organized and focused on their schoolwork.
- **Encourage Reading:** Reading together and discussing the material can enhance comprehension and language skills.
- **Set Realistic Goals:** Work with your child to set achievable goals, both academically and personally, and celebrate their successes (e.g. Increase nightly reading from 3 days a week to 5 days; improve on-time homework return from 2 days/week to 4 days/week).
- **Provide a Quiet Study Space:** Creating a peaceful and distraction-free study area can improve their concentration.
- **Communicate Regularly:** Stay in touch with me about your child's progress and any concerns or questions you may have. Be sure to share the best way to contact you!

Ideas for Middle or High School Students:

- **Foster Independent Learning:** Encourage your child to take responsibility for their learning, such as setting aside time for homework and study sessions.
- **Stay Informed:** Keep an open line of communication about their class assignments and progress. Discuss their interests and goals.
- **Expand Interests:** Help them explore related topics or interests that align with their passion for [mention areas of interest].
- **Time Management:** Assist in developing strong time management skills to balance school, extracurricular activities, and personal life.
- **Seek Additional Resources:** Encourage them to utilize available resources, such as online tutorials, library materials, and school-provided study aids [share any specific resources you recommend]

Thank Them for Their Time and Supporting Their Student:

Tips: You've planted the seeds for a strong collaborative relationship! Let the family know the best way to reach you, and be sure to provide your email, phone number, and any other contact information in writing. You may even want to share a little card they can keep in their wallet! Follow up with them soon regarding any questions raised in the conference. Share about any upcoming events or ways to get involved in the school community.

Thank you again for joining me today. Your involvement and support play a crucial role in _____'s educational journey. I'm looking forward to working together to ensure [student's name]

_____ continued growth and success. If you ever have additional questions or want to discuss [his/her/their] anything further, please reach out.

[Share specific guidance on the best way to contact you, and ask how the family prefers to be contacted]

We'd love to see you back in school for _____ soon!
[share info on upcoming school events or activities]

Once more, thank you for your time, and for being such dedicated and caring _____.
[parents/guardians]

Have a wonderful _____!
[morning/afternoon/evening]

Additional Ideas for Specific Challenges:

When students are struggling, it's helpful to be prepared with proactive solutions that the school and teacher can implement, and ways the family can provide support at home. This emphasizes the value of collaboration between school and family to ensure students' needs are met. Below, we've provided suggestions for common issues you may wish to reference when discussing growth areas.

1. Tardiness/Absences:

Teacher/School:

- Implement a clear attendance policy with incentives for regular attendance.
- Provide make-up work for missed lessons and ensure students can access class materials online.
- Communicate with parents promptly when their child is absent.

Family:

- Set a good example by being punctual and valuing regular attendance.
- Create a morning routine that allows ample time for getting ready and traveling to school.
- Encourage your child to inform you or the school about any issues that might cause tardiness or absences.

2. Late or Missing Work:

Teacher/School:

- Offer structured study sessions or tutoring to help students catch up on missed assignments.
- Provide clear instructions and due dates for assignments.
- Encourage peer support through group projects or study buddies.

Family:

- Create a quiet and organized study space at home to minimize distractions.
- Set up a family schedule to ensure dedicated homework time.
- Review assignments with your student and help them prioritize tasks.

3. Struggles with Organization:

Teacher/School:

- Introduce time management and organization skills into the curriculum.
- Share digital tools or apps that can help with organization and scheduling.
- Provide regular updates on upcoming assignments and exams.

Family:

- Teach your child how to use organizational tools such as calendars, planners, or apps.
- Encourage them to maintain a tidy workspace and keep materials neatly organized.
- Periodically review their organization strategies and offer guidance.

4. Behavior Concerns:

Teacher/School:

- Develop a positive behavior support plan tailored to the student's needs.
- Offer classroom accommodations, such as preferential seating or additional structure.
- Communicate with the student regularly to understand their perspective and to address concerns.

Family:

- Establish clear expectations for behavior at home.
- Collaborate with the teacher to ensure consistent consequences for disruptive behavior.
- Encourage open communication with your child to discuss classroom experiences.

5. Social/Emotional Skills:

Teacher/School:

- Promote a supportive classroom environment that encourages inclusion and teamwork.
- Facilitate group activities and projects to foster connections among students.
- Offer social skills training or counseling resources within the school.

Family:

- Arrange playdates or extracurricular activities where your child can meet and interact with peers.
- Teach effective communication and problem-solving skills.
- Encourage them to join clubs or groups related to their interests.

6. Academic Progress:

Teacher/School:

- Conduct a comprehensive academic assessment to identify specific areas of difficulty.
- Collaborate with special education or support staff to develop an individualized plan if necessary.
- Offer additional resources or tutoring to address gaps in skills or understanding.
- Schedule regular check-ins or progress meetings with the family to keep them informed.

Family:

- Support your child by setting a consistent homework routine and providing a quiet place to study.
- Encourage your child to seek guidance from the teacher or classmates if they encounter challenges.
- Stay engaged in their education by reviewing assignments, tests, and progress reports.
- Communicate openly with the teacher to discuss concerns and strategies for improvement.