

## Parent Conference Summary Sheet

Child's Name		Parent(s) Present	
Teacher/Class		Date	

*Show child's portfolio/cumulative file to parents. The portfolio/cumulative file must remain at the school until the child leaves the program.*

Explain child's interests.

Explain child's strengths.

Explain the child's current stage of development and level of participation or independent work and play.

Identify the particular skills in which the child has shown growth (academic, behavioral, emotional, physical, social, and spiritual).

Identify current skills needing to be mastered (academic, behavioral, emotional, physical, social, and spiritual).

Discuss child's interpersonal relationships with peers and teachers.

Elaborate on how the parents can be involved with the teachers in the educational process through Parent-Child Interaction Activities.

*Give a copy of the child's progress report and photograph to the parents.*

Summary of parent comments, questions and responses:

Follow-up:

Person Conducting Conference		Parent/Guardian	
Name		Name	
Title		Signature	
Signature			