

# Parent-Teacher Conference Record

Student Name

Grade

Date

Teacher

Parent/Guardian

## Discussion Topics

Briefly list key discussion points...

## Student Strengths

Notes about strengths, positive behaviors...

## Areas for Improvement

Notes about academic, social or behavioral improvements...

## Agreed Actions / Next Steps

Action plan, responsibilities, timeline...

## Teacher Comments

**Parent/Guardian Comments**

---

Teacher Signature

Parent/Guardian Signature