

Parent-Teacher Conference Agenda

Student Name:

Enter student's name

Date:

Teacher(s):

Enter teacher's name(s)

Parent/Guardian(s):

Enter parent/guardian's name(s)

Agenda Topics

- Welcome and Introductions
- Review of Student Progress
- Strengths and Achievements
- Areas for Growth
- Classroom Behavior and Participation
- Goals and Action Plan
- Questions and Concerns
- Next Steps and Follow-Up

Notes

Enter notes or discussion points here

Action Items / Follow-Up

List action items or next steps here