Student-Led Conference Preparation Checklist

• Discuss with students possible areas to include.
• Ask student to review and reflect on artifacts in treasury.
• Make sure students add reflective attachments.
• Ask students to create a showcase portfolio.
• Direct students to create a directory/plan for the conference.
• Have students practice conferences with peers.
• Set conference time schedule using teacher letter to parents.
• Have students create invitations for parents.
• Have students fill in photocopy of blank report card.
• Help students set learning goals.
• Review showcase with each student.
• Conduct student-led conferences.