

# PARENT CONFERENCE NOTES

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Attendees:  Parent  Teacher  Counselor  Administrator  Other: \_\_\_\_\_

## Meeting Purpose

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## Discussion Points

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Student Strengths	Areas of Concern
_____	_____
_____	_____
_____	_____

## Action Plan

Task	Responsible Party	Due Date	Done
			<input checked="" type="checkbox"/>

Next Meeting Scheduled: Date: \_\_\_\_\_ Topic: \_\_\_\_\_