



# Student-Led Conference Templates

Parent-teacher conferences can require a lot of preparation, especially in the traditional teacher-driven format. But there’s an alternative approach that empowers students to lead the conversation: student-led conferences (SLCs). Using learning artifacts (assignments, assessments, and more) as a focal point of an SLC allows all parties to focus their discussion more productively and collaboratively.

Inside, you will find printable templates for student-led conferences for all grade levels.

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# Elementary School Student-Led Conference Teacher Sheet

## Teacher preparation

- The teacher should model all or part of the SLC with a student volunteer and have all students practice together.
- Optional: the teacher can gather clean copies of student assignments for the student's parent or guardian to complete during the learning artifact protocol.

## Student preparation

- Students can choose 2-3 learning artifacts from different core subjects to share with their parents.
- Students should reflect and identify one point of pride and one idea for improvement for each artifact.
- Students can complete the student sheet in advance.

## Step 1

The student begins the conference in the same way they begin each school day.

- Example: The student asks parent(s)/guardian(s) if they'd like a high five, hug, or handshake.
- Example: The student sings the class welcome song with the teacher.

## Step 2

The student shares 1-3 recent learning artifacts (depending on time and/or comfort level).

## Learning artifact protocol

- The student introduces the learning artifact by first sharing the learning target (or "I can" statement) for that particular assignment or assessment.
- Then the student explains the assignment and verbalizes any challenges they encountered. The student then shares what they're proud of or what they'd do differently on this assignment.
- The student shares how they could do better on a similar assignment in the future (i.e., "To improve this, I need to \_\_\_\_\_").
- Optional: The student asks their parent(s)/guardian(s) to complete the same assignment using a blank copy provided by the teacher and guides them through the process of completing it.

## Step 3:

The student closes the conference.

- The student thanks their parent(s)/guardian(s) for attending the student-led conference and asks if they have any questions.

# Elementary School SLC Conference Student Sheet

**Name:**

## Welcome

How will you welcome your grown-up to our conference? Circle or add your choice.



## My classwork

What work will you share with your grown-up? Circle or add your choices.

English

Math

Science

Social Studies

Specials

## My 1st piece of classwork

My first piece of classwork is \_\_\_\_\_

This task shows that I can \_\_\_\_\_

I had to \_\_\_\_\_

**Here's how I feel about this task (circle one):**



I am proud of \_\_\_\_\_

To improve this task, I need to \_\_\_\_\_

## Optional:

Now that I've told you about this task, it's your turn! Can you try it? I can help you if you have questions.

## My 2nd piece of classwork

My second piece of classwork is \_\_\_\_\_

This task shows that I can \_\_\_\_\_

I had to \_\_\_\_\_

Here's how I feel about this task (circle one):



I am proud of \_\_\_\_\_

To improve this task, I need to \_\_\_\_\_

Optional:

Now that I've told you about this task, it's your turn! Can you try it? I can help you if you have questions.

## (Optional) My 3rd piece of classwork

My third piece of classwork is \_\_\_\_\_

This task shows that I can \_\_\_\_\_

I had to \_\_\_\_\_

Here's how I feel about this task (circle one):



I am proud of \_\_\_\_\_

To improve this task, I need to \_\_\_\_\_

Optional:

Now that I've told you about this task, it's your turn! Can you try it? I can help you if you have questions.

## Thank You

Thank you for coming to my student-led conference. Do you have any questions?

# Middle School Student-Led Conference Teacher Sheet

## Teacher preparation

- The teacher should print and distribute the self-assessment tool for students to use in evaluating their classroom citizenship.
- The teacher should model all or part of the SLC with a student volunteer.
- Optional: the teacher can gather clean copies of student assignments for the student's parent or guardian to complete during the learning artifact protocol."

## Student preparation

- Students should complete the self-assessment.
- Students should write a brief thank-you note to their parent(s)/guardian(s) for attending their SLC.
- Students should reflect on a learning goal for the rest of the term.
- Students should choose 2-3 learning artifacts to share with their parent(s)/guardian(s).
- Students should reflect and identify one point of pride and one idea for improvement for each artifact.

**Step 1:** The student begins the conference by making introductions.

**Step 2:** The student shares 2-3 recent learning artifacts (depending on time).

## Learning artifact protocol

- The student introduces the learning artifact by first sharing the learning target (or "I can" statement) for that particular assignment or assessment.
- Then the student explains the assignment and verbalizes any challenges they encountered. The student then shares what they're proud of or what they'd do differently on this assignment.
- The student shares how they could do better on a similar assignment in the future (i.e., "To improve this, I need to \_\_\_\_\_").
- Optional: The student asks their parent(s)/guardian(s) to complete the same assignment using a blank copy provided by the teacher and guides them through the process of completing it.

## Step 3:

The student shares their completed self-assessment.

- The student should reflect on each criterion and highlight any notable successes or struggles.

## Step 4:

The student shares a goal they have for the rest of the academic term.

- Example: "My goal is to be more prepared for quizzes and tests."

## Step 5:




The student closes the conference.

- The student reads a prepared thank-you note to their parent(s)/guardian(s) for attending their SLC.

# Classroom Citizenship Self-Assessment

**Name:**

Consider each of the following elements of classroom citizenship, then fill in the chart to indicate how often these statements apply to your conduct.

|  | Example:<br>I'm on task... | I'm on task... | I am an active learner... | I bring the right materials to class... | I am mindful of school rules... | I treat school property with respect... | I am a positive, caring, and helpful classmate... |
|--|----------------------------|----------------|---------------------------|---|---------------------------------|---|---|
| <br>Never     |                            |                |                           |   |                                 |   |   |
| <br>Sometimes | X                          |                |                           |   |                                 |   |   |
| <br>Always  |                            |                |                           |   |                                 |   |   |

# Middle School SLC Conference Student Sheet

**Name:**

## **Introductions**

Please introduce your grown-up to your teacher.

\_\_\_\_\_, this is my teacher, Ms./Mrs./Mr. \_\_\_\_\_  
What do you call your grown-up? What is your teacher's name?

Ms./Mrs./Mr. \_\_\_\_\_, this is my grown-up, \_\_\_\_\_  
What is your teacher's name? What is your grown-up's name?

## **My classwork**

What work will you share with your grown-up? Circle or add your choices.

English    Math    Science    Social Studies    Art    Music    P.E.    World Language    Other

## **My 1st piece of classwork**

My first piece of classwork is \_\_\_\_\_

This task shows that I can \_\_\_\_\_

I had to \_\_\_\_\_

Here's how I feel about this task (circle one):



I am proud of \_\_\_\_\_

To improve this task, I need to \_\_\_\_\_

Optional:

Now that I've told you about this task, it's your turn! Can you try it? I can help you if you have questions.

## **My 2nd piece of classwork**

My second piece of classwork is \_\_\_\_\_

This task shows that I can \_\_\_\_\_

I had to \_\_\_\_\_

Here's how I feel about this task (circle one):



I am proud of \_\_\_\_\_

To improve this task, I need to \_\_\_\_\_

Optional:

Now that I've told you about this task, it's your turn! Can you try it? I can help you if you have questions.

### (Optional) My 3rd piece of classwork

My third piece of classwork is \_\_\_\_\_

This task shows that I can \_\_\_\_\_

I had to \_\_\_\_\_

Here's how I feel about this task (circle one):



I am proud of \_\_\_\_\_

To improve this task, I need to \_\_\_\_\_

#### Optional:

Now that I've told you about this task, it's your turn! Can you try it? I can help you if you have questions.

### My self-assessment

To prepare for my student-led conference, I had to complete this self-assessment. I'd like to share it with you:

*[refer to your attached]*

I am proud of \_\_\_\_\_

To improve, I need to \_\_\_\_\_

### My learning goal

My learning goal for the rest of this quarter/trimester/semester is to

### Closing

Please write a brief thank-you note to your grown-up for attending your student-led conference. Add two sentences that begin with "I" to the following template:

Dear \_\_\_\_\_  
What do you call your grown-up?

Thank you for coming to my student-led conference. I \_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_

\_\_\_\_\_  
(your name)



# High School Student-Led Conference Teacher Sheet

## Teacher preparation

- The teacher should discuss the elements and structure of the SLC with students. Consider modeling part or all of the conference format.

## Student preparation

- Students should choose 2-3 learning artifacts to share with their parent(s)/guardian(s).
- Students should reflect and identify one point of pride and one idea for improvement for each artifact.
- Students should think about their learning goal for the rest of the term.

**Step 1:** The student begins the conference by making introductions.

**Step 2:** The student shares 2-3 recent learning artifacts (depending on time).

## Learning artifact protocol

- The student introduces the learning artifact by first sharing the learning target (or “I can” statement) for that particular assignment or assessment.
- Then the student explains the assignment and verbalizes any challenges they encountered. The student then shares what they’re proud of or what they’d do differently on this assignment.
- The student shares how they could do better on a similar assignment in the future (i.e., “To improve this, I need to \_\_\_\_\_”).

## Step 3:

The student shares a goal they have for the rest of the academic term.

- Example: “My goal is to be more prepared for quizzes and tests.”

## Step 4:

The student closes the conference.

- The student reads a prepared thank-you note to their parent(s)/guardian(s) for attending their SLC.

# High School SLC Conference Student Sheet

**Name:**

## **Introductions**

Please introduce your guest(s) to your teacher.

## **My classwork**

What work will you share with your guest(s)? Please indicate which subjects you have chosen to discuss:

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

## **My 1st piece of classwork**

My first piece of classwork is \_\_\_\_\_

This task shows that I can \_\_\_\_\_

I had to \_\_\_\_\_

I am proud of \_\_\_\_\_

To improve this task, I need to \_\_\_\_\_

## **My 2nd piece of classwork**

My second piece of classwork is \_\_\_\_\_

This task shows that I can \_\_\_\_\_

I had to \_\_\_\_\_

I am proud of \_\_\_\_\_

To improve this task, I need to \_\_\_\_\_

## **My 3rd piece of classwork**

My third piece of classwork is \_\_\_\_\_

This task shows that I can \_\_\_\_\_

I had to \_\_\_\_\_

I am proud of \_\_\_\_\_

To improve this task, I need to \_\_\_\_\_

## My learning goal

My learning goal for the rest of this quarter/trimester/semester is to

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## Closing

*Please write a brief thank-you note to your guest(s) for attending your student-led conference. Add two sentences that begin with "I" to the following template:*

Dear \_\_\_\_\_,

Thank you for coming to my student-led conference. I \_\_\_\_\_

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I \_\_\_\_\_

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\_\_\_\_\_  
(your name)