



## STUDENT CONFERENCE PLANNING TEMPLATE

This template is a tool to support teachers as they plan for student conferences. Page one outlines the steps of a conference and prompts teachers with questions to plan their individual student conferences. Page two provides a note taking space for individual student conferences as they occur.

### Whole class planning

Conference elements	Teacher reflection & planning
<p><b>Student reflection</b></p> <p><i>What questions do you want to ask to facilitate student reflection?</i></p> <p>[Point to consider: will students reflect before the conference or during the conference?]</p>	
<p><b>Teacher feedback</b></p> <p><i>What feedback (behavior, effort, strategies used, etc) do you want to give students?</i></p>	
<p><b>Progress to goals</b></p> <p><i>What data points do you want to discuss with students?</i></p>	
<p><b>Creating a plan</b></p> <p><i>To help students continue to grow and improve their work, what are some strategies you want students to consider using? What strategies can you guide them towards?</i></p>	
<p><b>Individual student considerations</b></p> <p><i>Are there any specific students whose progress or data you want to remember to address?</i></p>	



**Individual student planning**

Student name	Student reflection	Teacher feedback	Progress to goals	Creating a plan