**(SCHOOL NAME)**

**PARENT/TEACHER CONFERENCE REPORT FORM**

Conference Date

**Student Information**

Name

Teacher Grade Homeroom

**Purpose of Conference**

**Persons Present**

**Resolutions and Recommendations**

**Follow-up**

Please provide specific information regarding who is responsible for any follow-up, what will be determined at that time, dates for future meetings, etc.

Teacher’s Signature Parent/Legal Guardian’s Signature

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Student’s Signature (if present) Principal’s Signature (if present)