

Suggestions for a Working Definition of Student-led Conferences

- (Provide the student with an *agenda* so that he/she will know what to talk about. This agenda should be a plan for the conference. This may be a flow-chart that each of the students may use.
- (Practice a student-led conference with your class through *role-play* so the students will be comfortable with the process. This extra time up front will save you time and worry later. See the Education World article at http://www.educationworld.com/a_admin/admin/admin326.shtml
- (Use a timer to limit the conference time to 15 minutes.
- (Send a *preconference survey* to parents prior to the conference.
- (Schedule student-led conferences twice a year.
- (Provide parents with an *after-conference evaluation*.
- (Lay out everything that the student and the parent will need for the conference on the student's desk.
- (Some classes may choose to do *group celebrations* but caution was mentioned so that the teacher is not removed from the "team" of student-parent-teacher.
- (Group celebrations may be held during the school day on separate days of the week for a grade level or on a staggered time schedule all on one day.

Student-led Conference Flow Chart

