

Student Name _____ Date _____

Conference Notes Sheet

Present at the conference:

| Specific Concern or Topic | Causes | Specific solution or steps to be taken |
|---------------------------|--------|--|
| | | |
| | | |

Did we cover:

- Obligations owed \$ _____
- OGT / AIR Progress R M W Sc SS
- Current class progress Eng Math Sci SS Elect
- Home study environment / sleep / study schedule
- Daily use of planner (home and school)
- Upcoming team events / conferences / etc
- Credits and progress toward graduation / promotion
- Parent involvement / Powerschool connectivity
- Required forms

○ Verify Contact information

○ Preferred contact person _____

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| ▪ Phone: |
| ▪ Email: |

○ Secondary contact person _____

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| ▪ Phone: |
| ▪ Email: |