MARCH PLAN CONNECT ACT 6 REFLECT SET GOALS

Classroom and Behavior Management Issues

Key Question: How can you document student meetings?

Directions: Review this conference report format with your mentor and discuss other ways to document meetings you have with students in your classroom.

Individual Student Conference Reports

If you are having difficulty with one student, meet with the student privately to discuss the issue. Use a conference report like the one on this page to document the conversation and to let the student know that this is a formal meeting. The conference report system provides documentation if further action is required by the teacher.

Conference Report	
Student's Name:	Date:
Reason for Conference:	
Summary of Conference:	
Next Steps:	
Signature of Teacher:	

Retrieved from the companion website for Mentoring in Action: Guiding, Sharing, and Reflecting With Novice Teachers: A Month-by-Month Curriculum for Teacher Effectiveness, Second Edition, and The First Years Matter: Becoming an Effective Teacher: A Mentoring Guide for Novice Teachers, Second Edition, by Carol Pelletier Radford. Copyright © 2017 by Corwin. Thousand Oaks, CA: Corwin, www.corwin.com