

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: _____	
Signature of Student: _____	