



Leadership, *H*umility, *S*ervice ... The *Leilehua* Way

**To: Teachers**

**From: Kerry Kawamura**

**Re: Parent Conference Week**

**Please find the following forms attached:**

1. Parent conference request form (will be mailed home to all parents & extra forms can be found in the front office by the sign-in area and the school website)
2. Conference Week Sign-Up sheet
3. Parent Conference Week Bell Schedule

**Please assist us by going over the importance of conference week and encourage your students to have their parents attend.**

**To prepare for conference week, teachers should do the following:**

**PRIOR to conference week:**

- ❑ Create a name tent to be used during conference week (see your DH if you have questions)
- ❑ Encourage your students to have their parents attend. Call parents and invite them to attend.
- ❑ Record all appointments on the Conference Sign-Up sheet on Google Docs. A printed form will be given to you for your convenience.

**DURING conference week:**

- ❑ Arrive at the library at least 5 minutes before your scheduled conference time.
- ❑ Bring a progress report and samples of student work for the conferences you are conducting.
- ❑ Be prepared to discuss each student's progress in terms of achieving the standards as well as traditional grades.
- ❑ Sit in the area designated for your department. (see your DH if you have

questions)

- ❑ Help parents find the teacher for their next conference when you have completed your conference with them.
- ❑ Vacate your table if you have a long break in between conferences (allow other teachers to use the table)
- ❑ Talk to other teachers in the teacher workroom to keep noise to a minimum in the library.
- ❑ Be prepared to be called upon in the event a walk-in parent arrives with no appointment. Ensure that you have your location posted on your classroom door if you will not be in your classroom.

**AFTER conference week:**

Submit your conference sign up form to your DH by Friday, October 30 or earlier if your DH requests it earlier.