



Conference Notes

Name		Student ID		Grade	
School		Parent/ Guardian		Date	
Purpose of Meeting: PMP: To consult with parents regarding their son's/daughter's progress toward meeting district expectations and state standards. Topics of discussion may include assessment results, intervention strategies, and progress monitoring.					
Discussion:					
The student has met state standards in: Math ____ Science ____ Reading ____ Writing ____					
The student has not met state standards in: Math ____ Science ____ Reading ____ Writing ____					
Summary/Next Steps:					
Monitoring of student progress will continue throughout the school year. Parents will receive updates through quarterly progress reports and report cards.					

The signatures below represent individuals who were in attendance at the meeting. Printed names alone represent individuals who participated in the meeting via individual or conference telephone call, video conferencing or other similar method.

If the discussion was for a student with a disability (IEP or 504), parents/guardians/adult student should check No or Yes in response to the following question. Additionally, the parent/guardian/adult student's signature acknowledges the No or Yes response:

Did any school personnel prohibit, discourage or attempt to discourage the parent/guardian/adult student from inviting a person of their choice to today's meeting? No Yes

Meeting Participants		
Name	Title	Signature