

5 Step Guide

TO SAVING TIME
AND SANITY
PREPARING FOR

PARENT-
TEACHER
CONFERENCES
AND
WRITING
REPORT CARDS



INTENTIONAL
early learning
CONSULTING

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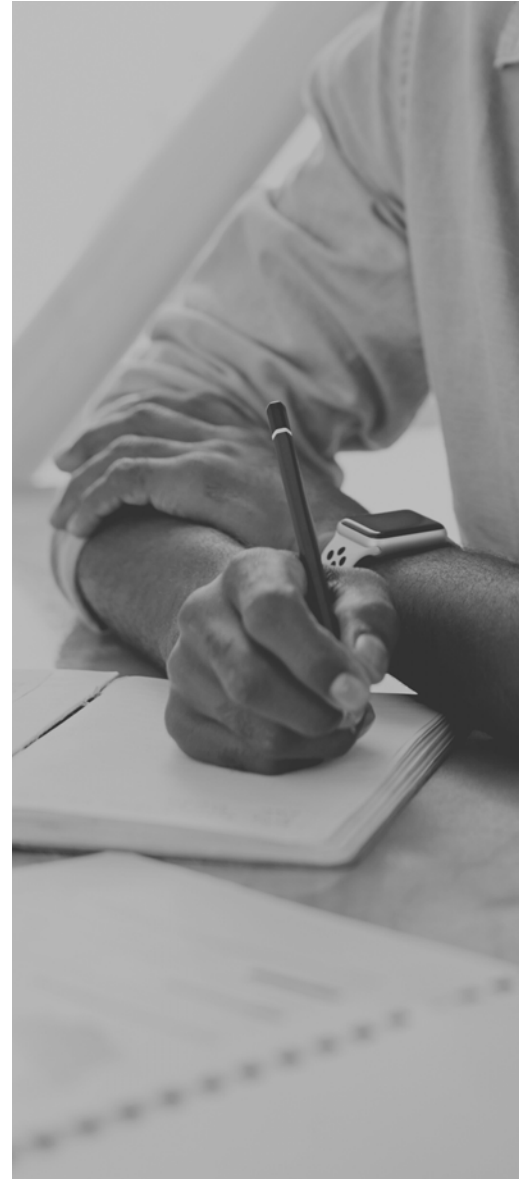
1. TAKE TIME TO OBSERVE YOUR STUDENTS

What teacher isn't busy all the time? We are regularly planning lessons, teaching them, conducting formal assessments, supporting struggling learners, guiding social conflicts among the children, maintaining a beautiful classroom, writing newsletters. It doesn't end! And yet, it is critical that teachers know when to pause all that, and step back and intentionally observe the children while they work and play. This is the highest form of assessing young children and it will undoubtedly provide you with rich, meaningful understandings of the children's skills and thinking to fully prepare you for talking with families, and to inform your instructional decisions. It is paramount that we make time for this foundational element to a high quality early childhood educational experience that we all want to provide our youngest citizens.



2. HAVE A SYSTEM FOR KEEPING TRACK OF OBSERVATIONS AND DATA IN ONE PLACE

Taking time to observe your students is important, and the only way to ensure you remember months worth of information is to record it systematically. This often also results in revealing patterns in the behaviors you've witnessed, or the gaps in a child's learning, once again aiding your planning and your ability to articulate to families how school is going, or maybe how it has changed over time. So how do we keep this simple and easy to do? Try one of these observation tracking sheets with your students today! I like to keep all of my observation notes and data in one binder so that whenever I have a meeting, a conference or am preparing for report cards, I just need to pull out the binder and I have everything I need in one spot!



DATE	CHILD'S NAME	ACTIVITY TAKING PLACE	OBSERVATION NOTES	NEXT STEPS

DATE	CHILD'S NAME	ACTIVITY TAKING PLACE	STUDENT...	NOTES
			<input type="checkbox"/> Completed for the first time <input type="checkbox"/> Needed some help <input type="checkbox"/> Even with help, was tricky <input type="checkbox"/> Needed manipulatives <input type="checkbox"/> Needed a quiet space <input type="checkbox"/> Needs to practice a prerequisite skill <input type="checkbox"/> Ready for a challenge	
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3. FOCUS ON EXACTLY WHAT YOU SEE

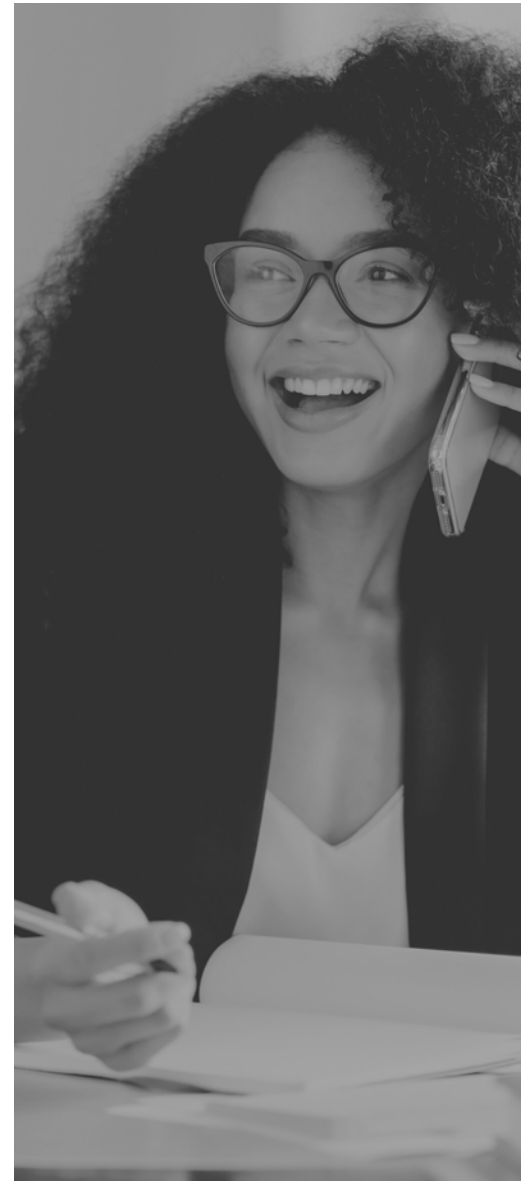
Just like how we teach our students to observe in science, when we observe our students we want to write only what we see happening in front of us. It is important to quiet that portion of our thinking where we draw conclusions. That will come later! Instead, suspend your assumptions, reduce your biases (we all have them!), and get as specific in detail as you can.



4.

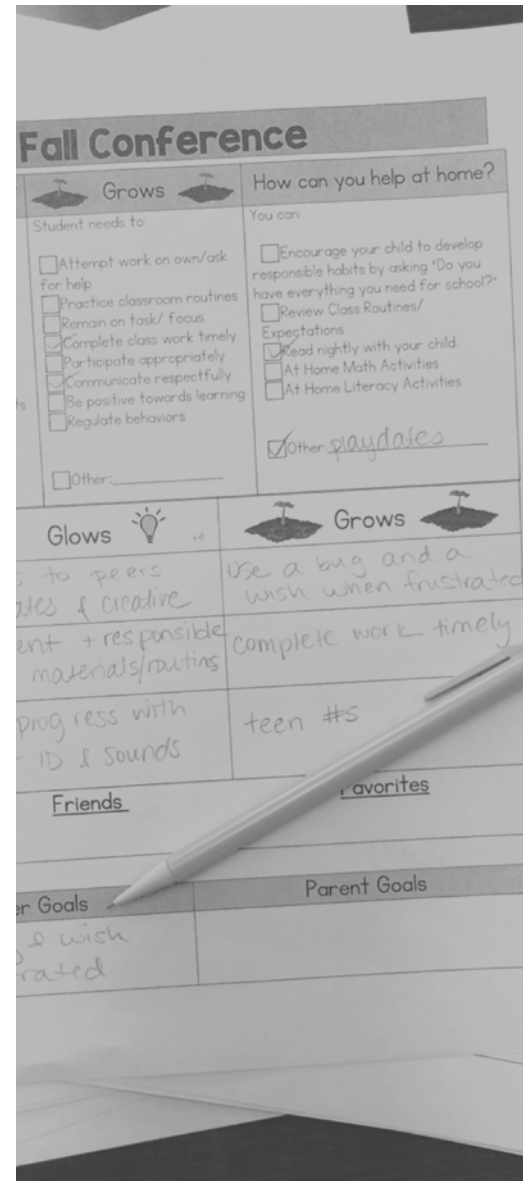
DON'T WAIT UNTIL CONFERENCES OR REPORT CARDS TO COMMUNICATE WITH FAMILIES

If a child's behavior or academic performance are concerning, do not wait until conferences or the report card to communicate with the child's family! Families should never be surprised by what they hear at a conference or what they read in report cards.



5. USE TEMPLATES SO YOU DON'T HAVE TO START FROM SCRATCH EACH TIME!

Don't reinvent the wheel each time you prepare for a conference or sit down to write a report card! Use basic templates every time to save yourself time and stress! Want to see what templates we use? Stay tuned for more information - be sure to check your email!



THANK YOU!

Contact Us!

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