

Student-Led Conference Prep

Grades 3-5 | 14 editable forms

Give learners a clear structure for selecting work, explaining their choices and recording a next step. Choose the forms that serve your conference; completing every form is not required.

14 forms for students, families and teachers

Editable PowerPoint in A4 and US Letter

Blank printable PDFs + 2 fictional pathways

Begin with F02 to select work, F01 for the student agenda and F12 for agreement. Add a copy of F03 for each work sample. Use the fictional examples to model a response before students prepare their own.

The following pages are actual excerpts from the resource.

A4 + US Letter | Version 1.3

Editable PPTX plus printable PDF

Conference Prep

Editable organizer · Neutral edition

A4

P03-01 / F01

Student agenda

For: Student · Plan the order of the conversation.

Try: "I brought these work samples because..." Write the topics you want to discuss.

* Needed for this form's purpose. All other fields are optional.

Student

Date

Opening words

Work sample 1 *

Work sample 2 *

Questions to ask

Next step *

Conference Prep

Editable organizer · Neutral edition

A4

P03-03 / F03

Work sample caption

For: Student · Add a caption to one work sample.

Use one copy for each work sample.

* Needed for this form's purpose. All other fields are optional.

Student

Date

Work sample *

What I was working on *

What I want to discuss

Next step

Conference Prep

Editable organizer · Neutral edition

A4

P03-12 / F12

Our agreement record

For: Student / teacher / family · Keep the actions agreed in the meeting.

Write who will do what; leave unagreed fields blank.

* Needed for this form's purpose. All other fields are optional.

Student	Date

Next step *

Person taking the action *

Support agreed

Review date

P03-03 / F03

Work sample caption

For: Student · Add a caption to one work sample.

Use one copy for each work sample.

Fictional pathway A: evidence, progress and next step

* Needed for this form's purpose. All other fields are optional.

Student Fictional Student A

Date October 14, 2026

Work sample *

Paper Bridge Sketch

What I was working on *

I was working on labelling each part and explaining why the bridge could stand.

What I want to discuss

My first sketch had no labels. In this version I labelled the base and supports. I can point to where the load rests.

Next step

Test the bridge with three paper clips, then add one sentence about the result.

Quick start

Student-Led Conference Prep

Choose a short pathway

Begin with F02 (choose work), F01 (student agenda) and F12 (agreement). Copy F03 once per work sample. Add other forms only when they serve your meeting.

Use the right form for each person

Students prepare and lead the conversation. Families can use F06 for questions and F11 for follow-up. F09 and F10 support the teacher. Pages 2-3 list the purpose and user of all 14 forms.

Model with a fictional example

EXAMPLES shows two fictional pathways. Share a relevant example, then let learners use their own evidence and next steps. These are open forms: there is no answer key.

Choose print or editable files

Use STUDENT_A4.pdf or STUDENT_LETTER.pdf for blank paper forms. Use EDITABLE.pptx for A4 or EDITABLE_LETTER.pptx for US Letter in PowerPoint or a compatible editor. PDFs are not fillable.

Keep responses manageable

Type brief responses and check wrapping before printing or exporting. Duplicate a form for longer notes. Select only the forms you need; this resource has one year-round design.