Parent-Teacher Conference Behavior Data One-Pager

A 15-minute plan for sharing behavior data with a family

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Use this sheet to prepare for a short conference about a student's behavior and to keep the conversation on track while you talk. Fill in the first section before the family arrives. Use the space at the bottom to capture what they share and the one step you agree on.

Before the Conference

- [ ] One graph of one behavior, labeled with the behavior, the unit, and the dates
- [ ] Support start date marked on the graph, if a support began partway through
- [ ] Two or three patterns from ABC entries, written as one sentence each
- [ ] One specific strength, with an example from this school year
- [ ] One question I want the family to answer
- [ ] Privacy check: no names, descriptions, or notes about other students on any page I will share

If a student's notes mention classmates, print the graph without the notes column, or summarize the pattern in your own words.

During the Conference

- [ ] Minutes 0 to 2: welcome and one specific strength
- [ ] Minutes 2 to 5: read the graph aloud in plain words
- [ ] Minutes 5 to 8: the pattern, one possibility, and what we are teaching instead
- [ ] Minutes 8 to 12: ask about home, then listen and write it down
- [ ] Minutes 12 to 15: agree on one shared next step

Use tentative words such as "one possibility" and "may." Leave out labels such as defiant, manipulative, or attention-seeking.

One Shared Next Step

- [ ] One action connected to the pattern we discussed
- [ ] What I will do at school
- [ ] What the family will do or tell me
- [ ] Time frame, such as two or three weeks
- [ ] Check-in channel and date the family chose
- [ ] Next step read back to the family before we finished

What the family sees at home (date it, and use their words)

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