Plan a family conference for your focus child with an emphasis on exchanging information. In order to plan for the conference consider the following about your focus child, and complete the sentence under each topic.

**Strengths**
A strength I have observed at school is…

Remember to share a work sample or observation to illustrate your view. Ask your focus child’s family, “What is a strength you see at home?”

**Progress**
Here is an area I’ve seen progress in at school…

Remember to share a work sample or observation to illustrate your view. Ask your focus child’s family, “What is an area you’ve seen progress in at home?”

**Goals**
A goal I have for your child at school is…

This is how I plan to help her/him reach it…

Ask your focus child’s family, “What is a goal you have for your child?”