

Conference Forms + Report Card Comments

Free sample from the Midterm Gradebook & Parent-Teacher Conference Kit.

This free file gives you two of the four conference forms and ten of the one hundred report card comments from the full kit. Print the forms, and use the comments as they are or edit them to match what you saw in class.

Form 1 - Conference Sign-In Sheet

Date: _____ Room: _____

Student name | Family member(s) | Relationship | Best way to reach you

[illegible]

Form 2 - Conference Notes and Record

Student: _____ Date: _____ Present: _____

What we discussed:

Strengths named:

Growth area named:

Actions agreed:

At school: _____

At home: _____

Family questions or requests:

Next check-in date: _____ How: email / call / note / app

Teacher signature: _____ Family signature: _____

10 Report Card Comments (from the 100-comment bank)

Replace ____ with the student's name and add one detail you actually observed.

Attitude & Effort

1. ____ comes to class ready to learn and puts real effort into daily work.
2. Your child stays with a task until it is finished, even when it gets challenging.

Academic Performance

3. ____ is reading at grade level and uses strategies well when a word is unfamiliar.
4. Your child's reading comprehension is a strength: retelling and inferring are both solid.

Study Skills & Organization

5. ____ keeps materials organized and is ready for lessons on time.
6. Your child writes assignments down accurately and completes homework consistently.

Character & Social Skills

7. ____ treats classmates with kindness and includes others in group work.
8. Your child is a respectful listener during class discussions.

Home & School Partnership

9. Thank you for signing the reading log each night; it makes a difference.
10. Your child benefits from the steady routine you have set at home.

The full kit adds: the editable gradebook (40 students, 8 subjects, letter grades, ranks, class statistics and auto-updating charts), the other 90 comments plus 20 full paragraph templates, 15 conference slides, the planning sheet and follow-up note, 10 AI prompts, and the user guide.