

Creating Family Conference Forms in Teaching Strategies GOLD™

Family Conference Forms are completed 3 times per year by classroom teachers at the end of each reporting period for children who are not going to kindergarten the following year, and who attend school 4 days per week. Children who are going to Kindergarten next year should have the 4K Report Card shared with families at the end of each reporting period.

1. On your Teaching Strategies GOLD™ home page, click on the Reports tab on the left side of the screen and then click on the report named “Family Conference Form.”
2. Make sure you are working in the correct reporting period (Fall, Winter, or Spring), and then click the “Create” button in the column next to each child’s name.
3. Select the language you want the conference form to be shared in, either English or Spanish.
4. Add the Family Member(s) first and last name(s), please do not write ‘Mom and Dad’.
5. Pull up the student’s **Individual Child Report** on a separate tab before entering strengths and opportunities, which will ensure an accurate reflection of the student’s learning.
6. Move down to the Dimensions for Focus section.
 - a. NOTE: The objectives/dimensions that you choose here should summarize the child’s strengths. The child’s strengths would be dimensions in which the child is within or above the color band for their age group. Only choose 1-2 statements from each domain.
 - b. Click on “Next.”
7. The next page allows you to edit and customize the statements you’ve chosen. If you want to add a personal summary of a child’s development in an area, select the edit box and write your own comments instead. When you’ve completed editing, click “Next.”
8. The last section on the Family Conference Form is the “Opportunities for Development,” which should be used to summarize the skills that the child needs to continue working on. This would include the dimensions in which the child is below the color band for their age. You should add a customized goal statement based on the student’s current achievement. This section should include 1-2 goals. When you’ve completed editing, click “Next.”
9. Check over the Summary Page, do not click the box that states ‘Show dimension and objective on the completed form’.
10. Add a personal note with a brief overall statement about how the student is doing in class, any adjustments, etc., and an attendance update for the reporting-out period. (eg, Present 32/40)
11. Share the report with the child’s family by clicking ‘Share with Family.’  SHARE WITH FAMILY  PRINT

Additional Options and Tips for Creating a Family Conference Form:

- Try to keep the Conference Form to one page
- Check grammar and spelling to ensure accuracy
- Personalize it to ensure it is family-friendly
- Be prepared to explain your statements on the Form to families if needed
- [Example form for you to view](#)

