

Getting Ready for Fall Conferences

- **Grades** must be updated before 7:40 on Monday for the term.
- **Conference Goal Sheets** will be given to 1st hour teachers. These will travel with the students throughout the day and returned to the office by 9th hour teachers.

Monday, October 24th, 2016

FIRST HOUR CLASSES

First hour teachers should put the Conference Goal Sheet on the Smartboard and go over with the class and explain the process for conferences. Have grades ready in case students can't login.

Step 1: Students log into SISK12 to view grades. Usernames and passwords will be provided to all teachers. Grades should be written on the **Conference Goal Sheet**.

Step 2: Each student should write down the celebration and area of growth **ONLY** for first hour.

Step 3: First hour teachers should walk around and be sure that this is completed and completed correctly.

Step 4: Initial in the Teacher Initial box for your class.

SECOND through NINTH HOUR CLASSES

- You should only log into grades if a student comes late.
- **Repeat** steps 2-4 above

NINTH HOUR

When you are finished, collect the goal sheets and send with a student to the office.

Monday and Tuesday, October 24th and 25th

- Grade cards will be printed.

Wednesday, October 26th and Wednesday, November 2nd (3:30-7 each night)

What will families do?

Students and their families will report to the gym first to get their grade cards and goal sheets. They will then pick 3 or more of the activities from the back of the goal sheet to complete. These will need to get initialed by you when they visit before they turn them in at the end of their conference. The completed forms will be the student's ticket to lunch/recess on the football field.

What do I do if I'm a teacher?

All teachers will be in their classrooms. (PE in the gym) Have something going on that you could share with families if they come to visit you. *For example*, Google Classroom up on the Smartboard showing how the kids access your classwork, science materials from a previous or upcoming unit, etc. Talk with your team or department if you need ideas. Also, initial the tic-tac-toe on the back of goal sheets as they visit you or do something in your hallway (locker, schedule visit, etc.)