

Sample Student-Led Conference Letter:

School Name

Dear (Parent/Guardian):

We are pleased to announce that this year we will be doing student-led conferences. For those of you who may be new to this procedure, the student-led conference process empowers the student to direct and report on his/her progress at school. It is a research-based practice used in many exemplary middle schools. Our teachers have been trained to assist, direct, and support our students throughout the preparation process. They have coached, critiqued, and evaluated their students in order to have them ready to present to their parents and guardians. In short, the students will be running the show.

During the conference process students will report on academic progress, articulate goals, report on assessment data when appropriate, and share examples of their course work. They will present samples of schoolwork from all of their classes.

The student-led conference process is much different from the traditional parent teacher conference in which the teacher does most of the talking and the parent does the listening. Often in such conferences, the student is not even present. The role of the teacher in a student-led conference is one of coach, mentor, and advocate. Often several conferences will be taking place at one time within the same room. The teacher will circulate and be present for specific questions on issues that the students may not be able to answer. Of course if a parent wants a parent teacher conference with any particular teacher, they may request one at any time.

We believe that the student-led conference process puts the responsibility for reporting learning where it needs to be and that is with the student. We are pleased with the learning that is happening at (School Name) and know that our students are eager to present their progress to their parents. We thank you for working with them in this journey.

If I may be of further assistance, please do not hesitate to contact me: [\(Your email address\)](#)

Thank you,

_____ I am interested and willing to attend the student-led conference

_____ Someone other than myself will be attending - grandparent, another relative, or perhaps a family friend to take your place

(Student's First and Last Name)

(Parent/or Other Responsible Adult's Signature)

(Date)