**Three Way Parent-Student-Teacher Conversation for Junior Student – Record of Material Discussed**

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| **Form teacher:** | **Student:** |
| Introduction   * Thank you for coming. * Purpose of today is to discuss progress. * Important to support. |  |
| Academic Counselling   * Career goal. * Academic goal for year. * Strategies for year.   How have things gone this year? |  |
| Attendance   * Print out. * Explanation of coding. * Notes for absence to [\*\*\*\*] with reason. |  |
| School wide involvement   * *What activities are you involved in this year?* * Importance of involvement. |  |
| Report comments   * What do you expect your report to be like? * It is very pleasing to see.... * Areas to work on are .... * Specific advice ..... |  |
| Staff follow up   * Referrals. |  |
| Profile update |  |
| Evaluation |  |