**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.
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| 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.
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| School wide involvement* *What activities are you involved in this year?*
* Importance of involvement.
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| Report comments* What do you expect your report to be like?
* It is very pleasing to see....
* Areas to work on are ....
* Specific advice .....
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| Staff follow up* Referrals.
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| Profile update |  |
| Evaluation  |  |