**Learning Conference Record**

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| **Facilitator** (Teacher’s Name) |  |
| **Student Name** |  |
| **Today’s Date** |  |
| **Type of Conference** | * Reading
* Writing
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| **Teacher Observations***Have the student read a section (2-3 paragraphs) of the text/ their writing to you. As they read, write down what you notice about their reading/ writing.* |  |
| **Strengths**Ask: “What do you think you are doing well as a reader/ writer?” *Do NOT share your observations until AFTER the student has shared his or her own strengths. As much as possible, try to build upon what the student is saying. Write down what you hear the student saying, and check what you wrote down with them before moving on.* |  |
| **Needs**Ask: “What do you think you need to work on?” *Do NOT share your observations until AFTER the student has shared his or her own needs. As much as possible, try to build upon what the student is saying. Write down what you hear the student saying, and check what you wrote down with them before moving on.* |  |
| **Resolution**Ask: “Up until now, what have you been doing to resolve these needs?” |  |
| **Goal***Construct a goal with the student. Make sure the goal is time-bound (by when?), measurable (how will you know you have achieved it?) and achievable (can you do this?). Align the goal to the CCSS. Share the goal with the student. Follow-up: hold them accountable!* | **Student Commitment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Initials/ Signature) |