

Teacher	_____	Course	_____
Phone	_____		
Email	_____		
Website	_____		
Supervisor	_____		

<u>Class Grading Scale</u>	
_____	% Tests
_____	% Classwork
_____	% Homework
_____	%

Current Grade: \_\_\_\_\_ Suggestions for Improvement: \_\_\_\_\_

<u>Discussion</u>
<u>Teacher Expectations For Student</u> <i>(Ex. classroom procedures, homework, student conduct. Good opportunity to request your own copies of handouts from the beginning of the year with policies &amp; procedures.)</i>
<u>Parent Expectations For Student</u> <i>(Good time to articulate expectations for grades, behavior, etc.)</i>
<u>Communication</u> <i>(How will we communicate? Email? Phone? Quarterly conferences?)</i>
<u>Academic Feedback</u> <i>(Will the teacher's online gradebook be updated? How often? Will homework be graded or only checked for completion? Will tests be sent home?)</i>
<u>Assistance</u> <i>(Is before or after school tutoring offered? When and where? Does the teacher offer extra credit? What resources are recommended for enrichment such as websites, projects, etc.?)</i>
<u>Follow-Up Actions</u> <i>(How can we best support you in the classroom? What are our next steps?)</i>