

FALL Academic Conferences Checklist - 2019-2020



(Rev 9/24/19)

DUE DATES	TASK	COMPLETED
Sept 26/27 or Sept 30 (KID Day)	TEAMS create MANDATORY conference list; communicate with advisory teachers not on team with Mandatory students	
Sept 30	ADVISORS contact parents by phone to confirm conference time.	
	ADVISORS-Begin entering MANDATORY conferences in Google drive	
Sept 25-30	Work on LEP forms in Filemaker	
Oct 4	TEAMS/ADVISORS-Completion of LEP forms on filemaker	
Oct 7	ADVISORS-ALL conferences scheduled in Google drive	
	ADVISORS-Complete & MAKE COPIES of all conference appt forms. REMEMBER to KEEP the copy to be handed out to students to take home on 10/21/19.	
Oct 11	ADVISORS-Turn in original conference appt forms to Veronica Gaspar	
	OFFICE (VG)-Verification of conferences in Google drive	
Oct 14	TEAMS/ADVISORS-Work on LEP forms in Filemaker if not completed. OFFICE-Mail out conference appt forms.	
Oct 18 (Work day and 2 Hour PLC)	TEAMS/ADVISORS-Work within teams to: -create translator schedule (2 translators per grade) -fill in the drop-in teacher section of conference attendance form	
Oct 21/22	OFFICE-morning announcements including earning non-uniform day for student/parent attendance	
Oct 21-Advisory	ADVISORS-Distribute COPY of conference appt forms to students	
Oct 21-Afternoon	TEAM LEADERS-Pick up 1 st quarter grade reports from Pat Burkhard & distribute to advisory teachers	
Oct 23 Conferences (3:30-6:00 pm)	ADVISORS- -Create sign-in sheet for all drop-in conferences & record drop-in conferences in Google drive schedule. -Students must get at least an advisory and 2 additional teacher signatures to qualify for a non-uniform day on Monday, October 28. -Parents will be asked to complete an online survey in library.	
Oct 24 Conferences (12:30-7:30 pm)	ALL STAFF- -3 ½ Hour Professional Development -Return all no show report cards to Pat Burkhard, to be mailed home on October 30.	