**Sample Checklist**

**Preparation for Conferences**

**For each student**

* Review all the information that you will be sharing with parents: Credit
	+ Check Sheet
* OK Career Guide Assessment Results
* CareerTech Program Guide
* OKCG ICAP report
* OKCG Parent View Account information
* Sophomore Advisors: Make copies of any of the above that you would like parents to have. Remember that students will be using this information next year, so it needs to stay in the folder.
* Complete conference reminders to be given to advisees to take home to their parents or use the phone script to call parents.

On (Month Day)

* Give conference reminders to students to take home to parents (if you are using these).
* Make sure students have completed their ICAP materials for the current year. [interest surveys, goals, matching sequence of courses, academic progress, WBL activities] The ICAP will provide the basis for course selection during the conference.

What to Bring to the Conferences

* Advisor's box and folders • Course number sheet
* Permission slips • Course catalog
* Pencils • Pens
* Stapler

At Conference

* Use checklist to make sure you cover everything. Please keep an eye on the time.
* Make sure you get signatures on the folder and enrollment card.
* Be extra careful and double check enrollment card.
* Enrollment cards will be picked up at your table.

After Conference Day

* Complete enrollment of no-shows during the (Month Day) session.
* Turn in enrollment cards to counseling office by (Month Day).
* Complete conference's Teacher Feedback Survey and turn in to the principal's office.
* Turn in a list of students who have not enrolled to the counseling office.

**Advisor Checklist**

* Introduction and Welcome (includes purpose of conference).
* The purpose of the Teachers as Advisors Program is to provide an opportunity for parents to become better informed about the educational process and how it relates to their student's future plans.
* Go over the ICAP.
* Review assessment results.
* Review educational and career goals.
* Review graduation, college, technology center and other postsecondary requirements. One easy way to do this is to check classes taken and circle classes needed.
* Review what courses their student plans to enroll in next year.
* Once the ICAP is completed, parents will sign it.
* Fill out pre-enrollment form (this must match the ICAP) — Keep these forms!
* Give parents the Parent Folder and briefly explain contents.
* What should go in Parent Folder:
* Oklahoma's Promise for ninth and tenth graders
* Course Planner
* Copy of ICAP ED Plan and OKCG ICAP report
* OKCG Parent View Account information.
* Give parents a "Parent Evaluation Form" and their student's report card. If you do not have the report card, the student probably has a hold. Send them to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to clear any hold.
* Conclude conference with questions and answers.

**Refer to Counseling Table for:**

* Summer school/night school information
* Concurrent enrollment information
* ACT information
* Information about college or CareerTech

**National Honor Society Students are available to:**

* Make copies.
* Go for refreshments in the hospitality room.
* Help parents find their advisor.

**Checklist for Setting up Enrollment Conferences**

* Make telephone calls to parents from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (NOTE: Some of you may find it easier to reach parents on the weekend or at 7:30 in the morning.)
* The telephone script is a guideline. It does not have to be exact, but please include all the information. Suggest parents write your name and appointment time down. This will avoid confusion.
* Document calls on the telephone log sheet. A letter has been prepared to mail to parents if you are unable to contact them by phone. Please try at least three times before deciding to use the letter. These letters must be given to

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (with all blanks completed) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Time is needed for the mail to be delivered.

* Schedule 15-minute appointments at your convenience from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_or from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_. All Conferences will be held in the gymnasium. Turn in a copy of your conferences to the office by .
* Fill in the scheduled appointment on a reminder card for each student. Make sure the student's name on the label and appointment time match. You might want to verify that the address is STILL correct when you are setting up the appointment. When all cards are filled in, give to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The address labels for each student are already on the card and will be mailed the Monday before the conferences.
* During conferences, follow the checklist to be sure all necessary information is covered.
* Ask parents to complete the conference evaluation and put it in the box on the table by the door.
* You also have an evaluation to complete. Please complete this and turn in at the end of the conferences. This is a very important evaluation form for the committee's use in preparing future scripts and improving this new program

**Parent Conference Checklist**

* + Go over enrollment form (make sure we have the correct information).
	+ Show (do not give) transcript and discuss any failed classes that need to be made up to graduate.
	+ Stress the need to take electives that will help the student in their intended ICAP choice.
	+ Stress that by taking a more challenging academic workload, the student will be better able to meet future challenges.
	+ Approve courses taken.
	+ Explain that no schedule changes will be made unless it is due to our error.
	+ Have parent sign enrollment form. (Keep to return to counselors to complete student's enrollment.)
	+ Tell parents that if a student fails a core class this spring term, he/she will have to drop their next class to retake this. The alternative is to attend summer school.
	+ Give and explain Parent View Account information.
	+ Show parents OK Career Guide assessment results for their student.
	+ Give advice on how a student would be able to raise his/her grades (if needed).
	+ Discuss how absences can result in failing a class. Stress that doctors, court dates, school activities, intervention, and absences due to being in the office do NOT count against them.
	+ Remind parents they can request a grade check (tells grade and any zeros) through the counseling office or call the main office to check attendance.
	+ Provide dates for report cards. If parents do not receive one, they can call the registrar to see if the student has an unpaid fine or other hold.
	+ Remind parents they can schedule a parent-teacher conference through the counseling office if above items do not work or if they have non-grade concerns.

**Be sure to return transcripts and signed enrollment forms to the appropriate box on the table by the front gym door.**