**Sample Conference Evaluation Forms**

**Teacher Feedback**

1. What went well with the conferences?
2. What specific changes can be made to improve the program?
3. What can be done to improve the training for the advisors?
4. Would you be willing to serve on the committee for next year? Please give your name to a member of the committee.
5. Other comments (please use the back if necessary):

Please put this sheet in the box in the principal's office by (Month Day).

**Parent Conference Evaluation**

In order for us to be better prepared each year to meet with the parents of our students, we would like for you to take a minute to tell us what you think. Please complete this evaluation and leave it in the box labeled "Evaluation Forms" in the front lobby as you leave. THANK YOU!

1. Do you feel that the parent/academic advisor conference was beneficial for you and your child?

Beneficial Not Beneficial

1. If you did not feel it was beneficial, please tell us what we need to change.
2. Did scheduled appointments make it more convenient for you to attend?

YES NO

COMMENTS:

1. Were you provided with adequate information to begin preparing an ICAP for your child?

YES NO

1. If not, please let us know what additional information you need.

ADDITIONAL COMMENTS:

**Student Evaluation Form**

Please answer the following questions. Circle the response that reflects your thoughts on the following statements:

* 1. The meetings have been helpful to me. Yes No
	2. I learned some things that I think will be valuable in the near future. Yes No
	3. I would rate the experience overall:

Very Good Somewhat Good Not Good

* 1. If you were to make one suggestion on how to improve the quality of the Teachers as Advisors Program, what would it be?
	2. What educational topics would be useful to you for next year's program? Examples: Calculating GPA, Credit Check, etc.