

<b>Context of the conference</b>	
<b>Purpose for the conference</b>	
<b>My role in the conference</b>	
<b>Student's role in the conference</b>	
<b>Focus of the conversation</b>	

*Example:*

<b>Context of the conference</b>	End of the first grading period; report card has just gone home.
<b>Purpose for the conference</b>	To discuss daughter's performance over the past quarter.
<b>My role in the conference</b>	Parent
<b>Student's role in the conference</b>	None
<b>Focus of the discussion</b>	Daughter's grades and connection to her achievement in each subject area.