

READING CONFERENCE

Record keeping

Teachers are expected to collect evidence that they are conducting ongoing reading conferences with their students. Conferences should be held with individual students while other students are engaged in meaningful Reading tasks.

Regardless of the method used to record a student conference, every teacher's conference records should include:

- The Student's **Name**
- The **Date** of the Conference
- The **Compliment** Given to Support the Student's Success as a Reader
- The **Teaching Point** that will Promote Growth in the Student as a Reader

Possible methods for recording a conference may include using:

- A form for each student placed in a 3 ring binder or literacy portfolio
- An Index card for each child kept on a ring or taped into a folder or onto a clipboard
- Post-its notes that are later placed in a notebook or folder that is effectively organized by individual student
- Address labels (either blank or pre-printed with student names) that are also transferred to a more permanent record
- A whole-class form with student's names entered into the grid