



CEO Early Head Start/Head Start
Parent Teacher Conference Documentation

Meeting Information

Child's Name: _____ Date: _____ Time: _____

Conference Participants: _____

Summary of Child's Strengths

Refer to the child's checkpoints and/or the Family Conference Form in Smart Teach and discuss the child's strengths in these domains: *Please write down the specific strengths discussed.*

Social Emotional Strengths:

Cognition Strengths:

Language/Literacy Strengths:

Physical Strengths:

Math Strengths:

Screening Results- *Please check box after each item is discussed:*

ASQ (1st Parent Teacher Conference ONLY): *Our programs developmental screener. A screener is a brief, initial process to identify students who may need further evaluations. This screener looks at these areas of development: communication, gross and fine motor, problem solving and personal-social.*

Was the ASQ result a referral? Yes No Family was given summary page from ASQ.

eDECA: *Our programs social and emotional screener. A screener is a brief, initial process to identify students who may need further evaluations. This screener looks at these areas of social emotional skills: initiative, attachment/relationships, self-regulation, and behavior concerns. Behavior concerns are only rated for children above age 3.*

Was the eDECA result a referral? Yes No Family was given strategies from eDECA.

Is the family interested in a referral (either special ed or mental health)? Yes No
If yes, please inform your Center Manager and Family Advocate.

Individualized Child Goal- *Use the above information and develop a goal for the child with the family.*

Signatures

Parent/Guardian Signature and Date

Teacher Signature and Date

Documentation of Scheduling Attempts

Date Scheduled: _____ Cancelled by: _____ Reason Cancelled: _____

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