**Student Checklist for Conference**

\_\_\_\_ Introduce your parents or guardians to your advisor.

\_\_\_\_ Show your portfolio to your family and briefly explain the Table of Contents to give an overview of what is in your portfolio.

\_\_\_\_ Read or summarize your “Dear Family” Letter.

\_\_\_\_ Present your work. Choose 2-4 sections to focus on and for each section share:

* What the assignment was
* What knowledge or skills you learned by doing the assignment
* What process you went through to complete the piece
* Key parts of your reflection by reading them aloud to your family

\_\_\_\_ Share your reflection and first goal, then write another goal with your parents/guardians.

\_\_\_\_ Give your parent/guardian their Family Homework Letter. The homework can be kept at home or returned to school to put in your portfolio – this is your choice.

\_\_\_\_ Thank everyone for coming to your conference and hand your binder to your advisor.

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