

Family Conference Form

Once teachers have entered preliminary or checkpoint levels for a child's knowledge, skills, and abilities, they can create a Family Conference Form for that child.

- 1 In the Family area, select **FAMILY CONFERENCE FORM**.
- 2 In the Action column, select **CREATE** next to the appropriate child's name.

The screenshot shows the MyTeachingStrategies interface. At the top, there are navigation icons for Teach, Assess, Develop, Report, and Family. The 'Family' tab is selected. Below the navigation, there's a header for 'Family Conference Form'. A dropdown menu shows 'Winter - 2016/2017'. Below that, a table titled 'Children with Checkpoints or Preliminary Ratings' has columns for 'Child', 'Status', and 'Action'. Two children are listed: Aiden Sheen and Alicia Jacobson, both with a status of 'Not Started'. In the 'Action' column, there are 'Create' buttons for each child. A blue line connects the 'Create' button for Aiden Sheen to step 2 of the instructions.

- 3 Enter the date of the conference and the names of family member(s) who will be participating.

The screenshot shows the 'Family Conference Form for Aiden Sheen'. A light blue banner at the top says 'Step 1: List the date of the conference, name the family member(s), and select objectives/dimensions below:'. Below this, there are four input fields: 'Date' (04/12/2017), 'Child Name' (Aiden Sheen), 'Family Member(s)' (Mary Sheen), and 'Teacher(s)' (Megan Colburn). Below the fields are three expandable sections: 'Describe the strengths within the Areas of Development and Learning +', 'Plan for Development & Learning +', and 'Language +'. A blue line connects the 'Date' field to step 3 of the instructions. On the right, a 'Form Summary' panel shows the entered information: Date (04/12/2017), Child Name (Aiden Sheen), Family Member(s) (Mary Sheen), Teacher(s) (Megan Colburn), Objectives / Dimensions (1a. Manages feelings), and Language (English). A 'Save & Continue' button is at the bottom right. A blue line connects the '+' sign next to the 'Language +' section to step 5 of the instructions.

- 4 Click the + sign next to **DESCRIBE THE STRENGTHS WITHIN THE AREAS OF DEVELOPMENT** to reveal the objectives/dimensions. Here you will select the topics you'd like to include in your conversation with the child's family. Select the objectives/dimensions you'd like to include and click **SAVE & CONTINUE** to edit your form.
- 5 Click the + sign next to **LANGUAGE** to choose which language

Entering Data

5 If you would like to include the objective and dimension on the form (to help explain the level and the documentation), select **YES**.

6 On the second screen, enter information about the child's strengths in the developmental areas and the content areas.

Select **VIEW** to see your form.

7 If documentation is available for the objective/dimension chosen, you can include this in your report by selecting the checkbox next to the documentation.

8 Click **SAVE & CONTINUE** to proceed.

Plan for Development and Learning

9 On the third screen, enter your plans for promoting the child's development and learning. Underneath your notes, you will see language that describes the knowledge, skills, and abilities the child is likely to develop next.

10 Select the skills and abilities that you would like to discuss or those you think the family is most interested in. Click **SAVE & CONTINUE**.

The screenshot shows the 'Family Conference Form' interface. At the top, there are navigation icons for Teach, Assess, Develop, Report, and Family. The current view is 'Family Conference Form' for 'Infants, Toddlers, and Twos'. The form title is 'Family Conference Form' with a 'View' button. Below the title, there is a '< Back to child form' link. A red instruction reads: 'Step 3: Complete the Plan for Development & Learning during the conference with the family member(s):'. The main section is titled 'Plan for Development & Learning Aiden Sheen' with a period of 'Winter 2016/2017'. There is a text area for 'Support Aiden Sheen to:'. Below this, under the heading 'Social-Emotional', there are two checkboxes: 'Begin to comfort self by seeking out special object or person' and 'Accept redirection from adults'. At the bottom right, there are 'Save' and 'Save & Continue' buttons. A blue callout box points to the 'Save & Continue' button.

Options Upon Completion

In the left-hand column you can choose to edit or print the form.

Select **EDIT** to edit the form.

Select **PRINT** to print the form.

To share the form with any family members linked to the child's account, select **SHARE WITH FAMILY**.

The screenshot shows the 'Family Conference Form' interface with completion options. On the left, there is a sidebar with three options: 'Edit' (pencil icon), 'Print' (printer icon), and 'Share with Family' (share icon). The main form area is titled 'Family Conference Form for Aiden Sheen' with a period of 'Winter 2016/2017'. It displays the following information: Date: 01/29/2017; Child Name: Aiden Sheen; Family Member(s): Aiden Sheen; Teacher(s): Megan Colburn. Below this, there are two text areas: 'Describe Aiden Sheen's strengths in mathematics development:' with the text '(20a) Not yet counting'; and 'Plan for Aiden Sheen's development & learning:' with the text 'Support Aiden Sheen to: audibly recognize numbers, regardless of sequential order.' and a bullet point '(20a) Begin to verbally count (not always in the correct order)'. At the bottom, there are lines for 'Teacher(s) Signature(s)' and 'Family Member(s) Signature(s)'. A blue callout box points to the 'Share with Family' option.