Parent/Teacher Conference Summary

Site _____

Instructions for Completion: After a conference is completed, list the date, parent/child name, purpose of the conference, and how long the conference took place. When the form is completed, sign, date, and turn in with EOM Report.

Date of Conference	Parents Name	Childs Name	Purpose of Conference	Number of Hours

I certify that the above reporting is correct. _____ Date _____
Teacher

For office use only:
Total volunteer hours _____x_____ (Current approved in kind rate) = _____ (In kind monthly total)

Signed _____ Date _____

Revised 9/21