



Elementary K-7 Reporting Bulletin #1

2025-26 No. 1

Formative Assessment Conferences

Formative Assessment Conferences are one of the two Informal Learning Updates we are required to conduct during the school year as per the [K-12 Student Reporting Policy](#) and our [NLPS Reporting Guidelines](#).

The intention of the Formative Assessment Conference is to provide updates to parents and caregivers about student progress by providing clear, general descriptions of how their child is performing in **Literacy, Numeracy, Behaviours for Success, and Social/Emotional Development**. Your communication should help parents and caregivers understand their child's current skill level, areas of strength and areas where their child may need additional support, and general next steps in learning.

Helpful Ideas for Setting Up a Conference...

Before	During	After
• Invite families • Set up conference to support conversation • Ask families for specific information they might want to discuss • Determine key areas for discussion	• Welcome families • Establish parameters and the goals of each participant • Avoid educational jargon • Illustrate what the student does or does not do by showing examples of classroom learning	• Record specific information about needs raised by families and/or students, and actions discussed • Continue communication with follow up emails or conversations

Please note: While Common Formative Assessments are valuable tools that inform instruction, the specific data from these assessments (such as scores, percentages, or detailed breakdowns) should **NOT** be shared directly with parents.

Common Formative Assessments (CFAs) are designed to guide teaching and learning in the moment, not to serve as formal progress reports. Instead, use your professional judgment to translate what you observe through CFAs into meaningful, accessible language that gives parents an accurate picture of their child's learning journey.

Goals of the Conference...

Conferences Can Help Students:	Conferences Can Help Teachers:
Join their parents, caregivers, and teacher in examining and reflecting on their learning	Understand parents' or caregivers' impression and expectations of school
Demonstrate their abilities	Obtain additional information about the students in their class
Participate in setting goals for future learning	Support parents' and caregivers' understanding and support for classroom learning

The following links may be helpful during preparation: Conference [Template](#) or Template [Guide](#).