

**Post-Meeting Survey**

Provide this survey to parents/guardians/caregivers at the end of each meeting. They can fill it out then, mail it to the school, drop it off, etc.

Date:
Attendees:
What were you hoping to accomplish in today's meeting?
Do you feel this was accomplished?    YES    NO

**How would you rate the following (place a check mark in the appropriate column)?**

<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Value of the "Pre-Meeting Planner".					
2. Preparation of the teacher.					
3. Preparation of others in attendance.					
4. Overall rating of meeting.					

5. Do you feel the meeting was productive?    YES    NO

If NO, please explain why:

6. After the meeting, did you think of something else that you wish had been discussed?

7. What suggestions could you give to improve parent/teacher conferences?

*Thank you for completing this survey!*