

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)?

Poor	Fair	Average	Good	Excellent
1	2	3	4	5

	1	2	3	4	5
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!