**NAME OF STUDENT:**

|  |  |
| --- | --- |
| DATE: | TIME: |
| PARENT ATTENDED: | |
| HOME ROOM TEACHER: | |
| STAFF PRESENT IN MEETING: | |
| MEETING CALLED BY: | |

**REASON FOR CALLING THE MEETING:**

**WHAT WAS DISCUSSED:**

**SOLUTIONS OFFERED:**

**AFTER NOTES:**

**SIGNATURE:**