

Difficult Family Conversation Planner

Go in prepared to understand, explain, and leave with a clearer next step.

BEFORE

STUDENT / REASON

What is the purpose of this conversation?

OBSERVABLE FACTS

What happened? Keep facts separate from interpretation.

WHAT HAS ALREADY BEEN TRIED

Actions, supports, communication, or previous steps.

WHAT I THINK MAY BE HAPPENING

What is my current interpretation—not a settled fact?

WHAT I STILL NEED TO KNOW

What context or family perspective could change my understanding?

OUTCOME I HOPE FOR

What clearer next step would make this conversation useful?

DURING

LISTEN

What is the family seeing or experiencing?

SHARE SPECIFICS

What information is relevant to the student and purpose?

KEEP THE STUDENT CENTRAL

Where is the shared interest in the student's success?

CLARIFY NEXT STEPS

What will school, family, and/or student do next?

AFTER

WHAT DID I LEARN?

What new information matters?

WHAT DID WE AGREE TO?

Capture the decision or shared next step.

WHO OWNS EACH NEXT STEP?

Name the person or role responsible.

DOCUMENT / FOLLOW UP

What needs documented, and when will we reconnect?

USEFUL SENTENCE

"We may be seeing this differently, but I think we both want the same thing: for this student to succeed."