CAFE Conference Quick Reference

This reference guide is designed to be used with the conference chart described in *The CAFE Book* by Gail Boushey & Joan Moser. This freebie is intended as a helpful supplementary resource and is not endorsed by the 2 Sisters.

**Record Selection Title**

Jot down the title of the student’s book or reading selection.

**Observe the Student**

Note which goal the student is working on, observe the student in relation to that goal, and record observations.

**Think about Conference Focus**

Think! What will we focus on today? Previously planned instruction or what we observed? Record focus of conference.

**Record Two Targeted Goals**

Record two things for the student to work on before the next meeting. First goal relates to comprehension. Second is individualized.

**Discuss Next Meeting**

Let student know when we will meet with them next and record the date on the conference calendar in our Pensieve.