

Know Your Rights

How To Respond To A Conference Memo

A Conference Memo is the document you should receive after a conference with a District administrator. It is the preferred way to memorialize the contents of such a conference, and it often relates to a conference that was, in some way, critical of your performance. UTLA strongly encourages you to respond in writing, within a reasonable time, as allowed by Art. X, Sec. 9.0 (a).

District administrators typically use a format that includes three or four sections, usually identified by a Roman numeral.

* **Part I** always refers to the **topics** discussed during the conference. Your response should always start with Part I also, and in it you should agree about those topics that were actually discussed (agree only that they were, in fact, discussed); disagree with topics that were NOT discussed; and supplement those topics that were also discussed, but were omitted from the conference memo.

* **Part II** is usually entitled: "During the Conference you said..." and, if you have followed UTLA's instructions, it should only state that you indicated you would respond in writing. In your Part II you should only state that you are now responding in writing, as indicated by you during the conference.

* **Part III** will either refer to what the Administrator said during the conference, or it could skip this part, and go directly to the type of Guidance and Assistance that was provided to you by the Administrator during the conference. If Part III is used to memorialize the Administrator's statements during the conference, respond as suggested above for Part I.

* **Part IV** is usually reserved to memorialize the Guidance and Assistance that was provided to you by the Administrator during the conference. Your response memo should address it directly. In particular, beware of any Guidance and Assistance related to a topic that was not actually discussed during the conference, and which might not even be included in Part I of the conference memo. You should also comment regarding any inadequacies in the guidance and assistance provided, and you should point out any contradictions, omissions and misstatements contained in this part, or in the conference memo as a whole.

Keep a copy of your response. Try to get a school date stamp on it, to prove the date and time you filed it with the Main Office at your school. Under Art. X, Section 9.0(a), your response should be stapled to the original conference memo.