

# GRADUAL RELEASE CONFERENCE FORM

**Directions:**

1. Have the student bring an instructional-level text or provide one.
2. Prepare for the conference by completing Part I; record conference notes in Part II.

**Part I. Teacher Preparation**

- ◆ Decide what you will model and what you'll ask the student to do.
  
  
  
  
  
  
  
- ◆ Plan how you'll support the student if he or she has difficulty with the task.

**Part II. Gradual Release of Responsibility to the Student**

- ◆ Observe the student carefully while he or she works independently.
  
  
  
  
  
  
  
- ◆ Note all the strengths.
  
  
  
  
  
  
  
- ◆ Note any areas that would benefit from continued scaffolding.
  
  
  
  
  
  
  
- ◆ Ask the student to recap the process without your prompting.

Check one:

\_\_\_\_ More independent practice.    \_\_\_\_ Work with a peer.    \_\_\_\_ Move to independence.