

USING DAILY REPORT CARDS, GENERAL PRINCIPLES

All reports have the following components:

- Establish an agreement between the school and the home
- Provide a vehicle in which information is provided to parents by the school on a daily basis
- Establish parents as being responsible for delivering positive consequences such as praise, privileges such as being able to stay up late, play a game with a parent, use Nintendo or Wii, visit friends, choose new clothes, make phone calls, and other tangible and activity reinforcers. This requires conferencing with the parent and student, and frequent follow-up.
- Help students further understand what is necessary to be successful

Typical Problems

1. Off-task behavior in class, not turning in homework, disturbing others, forgetting materials, swearing when upset, etc.
2. Assignments missing, failing class or achieving well below ability

Appropriate for:

All students with or without disabilities

Procedure:

1. Make contact with parents and assess their willingness to receive daily report cards. (Most parents express frustration about not knowing how they can help their failing child at home. Most will agree to monitor daily reports, review the day's behavior and homework success rate.)
2. Confer with student to explain program. Consider student assistance in selecting most appropriate report card in this packet.
3. Issue report card daily.
4. Praise the student daily for behavior improvement, consider classroom reinforcers.
5. Make weekly phone calls to parents to assess successful implementation at home and to report on progress in school once report begins. (Without these phone calls, successful collaboration may not occur.) Stress the value of parental praise for improvement. Be sure the student is receiving the agreed upon home-based reinforcer. If not, consider utilizing school-based reinforcers in the classroom. Alternatively, establish a mentor at school the student can go to with the daily log to get reinforcement.
6. Consider issuing report cards at lower frequencies (bi-weekly, weekly) if assignments are at 100% turn in rate for 3 weeks and parents and child feel less frequent intervals would be warranted. Classroom behavior must also be acceptable for 3-week period.

**INITIAL PARENT/TEACHER COLLABORATION:
ESTABLISHING A DAILY REPORT CARD**

Student: _____

Parent: _____

Teacher(s): _____

Behavior(s) to Change: _____

Reinforcer(s) Selected: _____

How Frequently Given: _____

Person Responsible for Giving Reinforcer: _____

Procedure to assure parent receives report, what to do if report is not delivered: _____

Frequency/Method of Parent/Teacher Contact to Monitor System: _____

Parent Signature _____

Teacher Signature _____

**INITIAL PARENT/STUDENT COLLABORATION:
ESTABLISHING A DAILY REPORT CARD**

Date: _____

Parent Identified Problem: _____

Student Identified Problem: _____

Goal Behavior(s): _____

Date Reporting to Start: _____

Student Selected Rewards: _____

Consider: staying up late one night, special dessert, special activity with a friend, phone calls and visits, special activity with a parent, access to something I like: favorite programs/Nintendo/game; money, other privileges and activities.

How Often Student Gets Rewards/Who Gives It: _____

What happens if report is “lost,” “forgotten,” etc.: _____

How often parent and teacher(s) will talk to each other: _____

Student suggestions on how parent or teacher(s) can help: _____

Student Signature _____

Parent Signature _____

Teacher Signature _____

DAILY REPORT CARD

NAME: _____

DATE: _____

TEACHER: _____

DID THE STUDENT.....

IMPORTANT BEHAVIORS:	YES 2pts.	Partial 1pt.	No 0 pt
COME TO CLASS ON TIME?			
BRING SUPPLIES?			
WORK WITHOUT DISRUPTING OTHERS IN CLASS?			
ASK FOR ASSISTANCE WITHOUT DELAY?			
SPEAK COURTEOUSLY?			
COMPLETE AN ADEQUATE AMOUNT OF WORK?			
QUALITY OF WORK PRODUCED WAS ADEQUATE?			
OTHER:			
<i>TOTAL POINTS</i>			

Teacher Comments:

Parent Feedback:

DAILY CLASSROOM REPORT

NAME: _____

DATE: _____

TEACHER: _____

TEACHER'S INITIALS

Did the student.....	YES 2pts.	Partial 1pt.	NO 0 pt.
Come on time?			
Bring supplies?			
Stay in seat when appropriate?			
Curtail off-topic talking?			
Follow directions?			
Raise his or her hand to contribute to discussions if required or verbally contributed acceptably?			
Not physically disturb others?			
Clean up promptly and adequately?			
Listen to instructions?			
Speak courteously?			
Teacher was satisfied with his or her performance today?			
Points on today's classwork, was acceptable, or evaluation of work quantity or quality was adequate?			
Grades on tests, assignments or projects were adequate?			

DAILY ACHIEVEMENT REPORT

0 = not acceptable today
+ = acceptable
!! = superior effort or achievement

NAME: _____

DATE: _____

1. Tonight's Homework:

Has homework to do tonight which is due tomorrow _____

Has long term project to work on _____

Does not have homework to do tonight _____

2. Today's Classroom Behavior:

Actively listened to instruction _____

Worked on assignments when instructed to do so _____

Other _____

3. Work Completion:

Completed all in-class assignments _____

Turned in homework that was due today _____

Completed an acceptable amount of work today _____

4. Comments:



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Other _____

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Turned in homework that was due today _____

Completed an acceptable amount of work today _____

4. Comments:

DAILY PERIOD-BY PERIOD REPORT

Name: _____

Date: _____

Home School Note System	Period 1		Period 2		Period 3		Period 4		Period 5		Period 6		Period 7	
Point system: 2=full success, 1=partial success with one reminder 0=no success with reminder .5 bonus for student appraisal matching teacher appraisal														
On time to class today?														
All supplies present?														
Curtailed off topic talking?														
Followed directions?														
Contributed to discussions appropriately?														
Did not physical disturb others?														
Spoke courteously?														
Assignments turned in if done?														
Grades on tests or projects given today were adequate?														
Quality of work turned in or done in class adequate?														
	Ye s	No	Yes	No	Yes	No	Yes	No	Yes	No				
Homework was given today?														
On-going projects need to be worked on now?														
Teacher's Initials														
Two way communication: Parent Signature and Comments:														

PHONE LOG: DAILY REPORT CARD

Student: _____

Parent: _____

Date/Time	Parent Report of Successfulness	Parent Utilizes What Reinforcers	Student Reaction	Ideas for Change

Parents/Guardian of _____

As part of our positive approach to learning, we would like to congratulate your son, daughter for outstanding accomplishments and/or behavior in _____. The areas of recognition with check marks are the ones in which your son/daughter has recently excelled. We would also like to commend you for your support that enables your son/daughter's educational achievement.

Thank you for supporting us,

OUTSTANDING OR IMPROVED ACADEMIC ACHIEVEMENT

- _____ 1. Work has been submitted on time, neatly, and/or was complete.
- _____ 2. Demonstrating outstanding academic achievement.
- _____ 3. Going beyond the necessary assignments.
- _____ 4. Being creative in composition assignments.
- _____ 5. Showing poise and confidence during speaking.
- _____ 6. Being an attentive listener.
- _____ 7. Demonstrating outstanding group leadership.
- _____ 8. Volunteering for projects outside the classroom.
- _____ 9. Is improving in homework assignments, test scores, or other projects.
- _____ 10. Participating well in class discussion.
- _____ 11. _____
- _____ 12. _____



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OUTSTANDING OR IMPROVED CITIZENSHIP

- _____ 1. Demonstrating a serious attitude toward learning.
- _____ 2. Getting along well with classmates.
- _____ 3. Having a good sense of humor
- _____ 4. Courteous and respectful behavior to others.
- _____ 5. Showing a sense of pride in accomplishments.
- _____ 6. Easy to work with.
- _____ 7. Accepting criticism well.
- _____ 8. Helping keep the classroom and materials clean and in order.
- _____ 9. Improving in behavior/attitude in the classroom.
- _____ 10. _____
- _____ 11. _____

Great News From School



(name of school)

Today, _____

It was wonderful to see this and we wanted to let you know.

Sincerely,

(signature)

(date)