



## Resource 11

## Progress Report Template

Districts, schools or classrooms might like to consider using this template to develop progress reports that can enhance parent-teacher communication by providing parents with a record of their child's performance. Progress report formats need to be teacher friendly and easy to complete for an entire class. Parents and students appreciate this information and can use it as a guide towards improvement or encouragement.

Teacher's Name:		
Student's Name:		Date:
Core Subjects	Grade	Missing Assignments
Reading	_____% A...B...C...D...F	
Language Arts	_____% A...B...C...D...F	
Math	_____% A...B...C...D...F	
Science	_____% A...B...C...D...F	
<b>Comments:</b> (All that apply are checked) ____ does good work                      ____ making progress                      ____ missing assignments ____ working hard                      ____ absences or tardiness affecting work                      ____ turning his/her work in late ____ works well with others                      ____ socializing is affecting their work                      ____ has had detention ____ Please contact me about your child's lack of progress in the following area(s)... Reading                      Language Arts                      Math                      Science		
<b>Notes:</b>           		

Please sign and have your child return this Progress Report to me. If you have any questions or concerns please write them on the "Notes" section of this document or call me at \_\_\_\_\_. Thank you.

\_\_\_\_\_  
Teacher initials

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

Adapted from: Alicia Benavidez, Santa Fe Public Schools (2005)