



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) <input type="checkbox"/> does good work <input type="checkbox"/> making progress <input type="checkbox"/> missing assignments <input type="checkbox"/> working hard <input type="checkbox"/> absences or tardiness affecting work <input type="checkbox"/> turning his/her work in late <input type="checkbox"/> works well with others <input type="checkbox"/> socializing is affecting their work <input type="checkbox"/> has had detention		
<input type="checkbox"/> Please contact me about your child's lack of progress in the following area(s)...  <div style="display: flex; justify-content: space-around;"> <span>Reading</span> <span>Language Arts</span> <span>Math</span> <span>Science</span> </div>		
<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)