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Teachers Weekly Report to Principal

**Teacher's Name:** [Your Name]  
**Grade/Subject Taught:** [Grade Level/Subject]  
**Week of:** [Date Range]

### **Classroom Summary:**

Provide a brief overview of the week, including general comments on student engagement, behavior, and any special activities that took place.

### **Objectives for the Week:**

List the learning objectives that were targeted during the week. Briefly describe how these objectives align with the curriculum.

### **Instructional Highlights:**

* **Lessons Delivered**: List the key lessons and content areas covered during the week.
* **Teaching Methods Used**: Describe any particular teaching strategies you implemented, such as group projects, lectures, interactive sessions, etc.
* **Technological Tools Used**: Mention any digital tools or educational technology used to enhance learning.

### **Student Achievements:**

Highlight specific achievements or improvements observed in students. This could include academic successes, notable improvements in skills, or positive behavioral changes.

### **Challenges Encountered:**

Discuss any challenges faced during the week, whether they be academic, behavioral, or logistical. Include how these challenges were addressed or plans for future resolution.

### **Assessment and Evaluation:**

* **Tests/Quizzes Administered**: Provide details of any assessments given during the week along with general performance trends.
* **Homework Assignments**: Summarize the nature and outcome of homework assignments.

### **Special Needs and Accommodations:**

Note any specific accommodations made for students with special needs and the impact of these accommodations on the student’s learning experience.

### **Upcoming Plans:**

Outline your plans for the coming week, including any changes in instructional strategies, upcoming tests, or special projects.

### **Requests or Needs:**

Mention any support or resources needed from the administration to enhance classroom learning or address specific challenges.

### **Additional Comments:**

Include any other information that may be useful for the principal, such as updates on ongoing projects, parent interactions, or professional development needs.

### **Signature:**

[Your Signature]  
[Date]