

---

# 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]