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.

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>Grade</th>
<th>Missing Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:** (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

**Notes:**

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.

__________________________________
Parent Signature

__________________________________
Student Signature

___  
Teacher initials

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