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A yellow pencil with a blue eraser and a blue swirl graphic that loops around the pencil and extends upwards towards the top left corner of the cover.

TEACHERS'
MESSAGES
FOR
REPORT
CARDS

THIRD EDITION

WRITTEN BY MARIE MCDONALD
REVISED BY KATHERINE RUGGIERI-VESEY

Fearon

Teachers' Messages for Report Cards

Third Edition

by

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Fearon Teacher Aids

An imprint of Carson-Dellosa Publishing LLC
Greensboro, North Carolina



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PREFACE

Report cards are an important means of communication. They are one way of maintaining positive and effective interaction between home and school. Report cards summarize a student's progress for both the student and his or her parents.

The teacher's message gives the report card an important personal element. From the written comments, many parents form their opinion of the school's concern for their child. Therefore, it is essential that these messages be tactfully stated, concise, and grammatically correct.

Teachers' Messages for Report Cards contains suggestions and examples of teachers' messages which cover a wide variety of classroom and playground situations. Each chapter deals with a different type of school situation. In the first ten chapters, the messages are categorized according to the particular situation they address. The final two chapters present lists of adjectives and phrases that can be useful in a wide variety of situations.

The examples and suggestions in the book will help the busy teacher send messages that precisely address each individual situation. It is important, of course, to tailor each message to fit the child's personal needs—without an individual touch, the value of the message will be lost. The messages given here are intended to be a starting point. The teacher should feel free to adapt these messages as necessary to make them relevant to the needs of each student.

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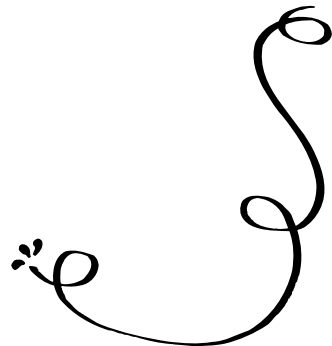
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CHAPTER ONE

ACADEMIC AREAS FOR IMPROVEMENT

During a child's school experience there most likely will be areas of learning in which improvement is needed. Keeping parents informed of these trouble spots allows them to provide extra help and support at home.

MATH

_____ seems to need our encouragement in math. He is still struggling with the basic math concepts for this grade level. Please schedule a conference with me so we can discuss what we can do to help.

_____ is having a difficult time with some areas of math. Areas in need of extra work are _____. Working in these areas every night would help.

_____ is having a lot of trouble in certain areas of math. I would like to discuss this with you. Please call me at your earliest convenience.

_____ needs to increase her speed in math facts. Daily practice should be done on (addition, subtraction, multiplication, division) through the (9s, 12s).

_____ is struggling a bit in math. He could really benefit from nightly practicing the multiplication facts through (9, 12). Flashcards are a good way to practice these facts. If you need materials, let me know. Also, he could benefit from practicing the long division process. I will send home some papers with practice problems.

Thanks for your visit to our classroom. _____ is doing well

in most areas. However, her math facts need practice. I am sending home flashcards for her to use to practice every night.

Thank you for helping out in the classroom during math. _____ enjoys math, but needs to practice his (multiplication, division, addition, subtraction) facts to (9, 12). Knowing these facts better will help his math skills.

_____ is having a great deal of trouble with math. She needs to study every night, starting with two-column addition, and then moving onto regrouping in subtraction. This practice will allow her to feel more relaxed about classwork. Let me know if you need any materials to get her started.

_____ has a positive attitude toward math, but is having a great deal of trouble in a few areas. He needs to practice each evening at home. Some areas that could use attention are two-column addition and regrouping in subtraction. This extra study will help him be more successful in math.

_____ seems to be easily distracted and talkative during math, and I think it is partially because she does not understand the concepts we are working on. Please give me a call at your earliest convenience so we can discuss this further.

As indicated by this report, _____ 's behavior during class is interfering with his learning. He is too easily distracted during math. We are working on increasingly difficult subjects and he will be lost if he does not pay attention.

_____ is falling behind in math. She is having trouble getting homework turned in. Please expect homework in math (nightly, every other night, once a week). If she can turn homework in consistently that will help her math progress.

_____ is having a difficult time with math tests. He seems to do well on the assignments, but does not retain the information for tests. Please be sure he studies and prepares for the test. I always give several days notice before the test.

LANGUAGE ARTS



_____’s (reading, spelling, comprehension) has improved greatly, but she still needs extra work in (reading, spelling, comprehension). Let me know if you would like me to send home supplemental materials for you to use at home for extra practice.

_____ is having a great deal of difficulty in reading. He needs to increase his fluency and his comprehension. I would like to schedule a conference with you to discuss this further. Please give me a call at your earliest convenience.

_____ is struggling with reading. I am sending home some supplemental books for her to read. Reading with you at night will help her progress a great deal.

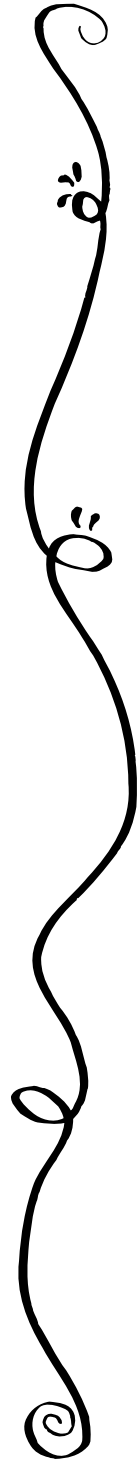
_____ needs to work on his reading skills. He seems to be able to read fairly fluently, but I am concerned about his comprehension. Discussing the stories that you read at home with him will help with this.

Thank you for your note regarding _____’s progress in reading. Would you be available to visit our classroom to observe her during language arts? I think it would help us create a plan to assist _____.

_____ has a great deal of trouble paying attention during reading. I’m worried that he may not be able to see the text correctly. Has he had his eyes tested recently? This may be something you want to look into.

_____ needs to improve her handwriting—it is very difficult to read. I think she knows how to form the letters, but needs to slow down and take more time. Neater work will improve her schoolwork all around.

_____ is having difficulty with handwriting. His writing is very hard to read. Part of the difficulty may be due to lack of small motor coordination. As this coordination



develops, his writing will improve. You can help at home by working with him on activities that involve small motor movements, such as coloring, doing puzzles, and sewing or lacing. Also, please be sure to encourage him to write as neatly as he can.

_____ needs to work on her spelling. Improvement is needed on her (sentences, weekly spelling words, dictation). Practicing these at home nightly will help.

Please continue to drill _____ on his spelling words at home. This seems to be helping his retention of the words.

_____ is having a difficult time with the weekly spelling lists. I would like to assign her a modified version so she will feel successful. Please give me a call to discuss this further.

I'm pleased that _____ takes his work seriously. I'd like to see an improvement in his vocabulary. Reading library books aloud and silently will help with this. In addition, please continue to encourage him to study his spelling list at home.

_____ needs to improve her written language. It is sometimes difficult to tell what she is trying to say. Please encourage her oral storytelling at home. This will help her writing skills.

_____ talks very well in front of the class, but needs improvement in the area of written language. One area where he is having trouble is (story writing, dictation, copying text correctly, creating a logical sequence). More practice is needed in this area. Please give me a call if you would like to discuss this further.

_____ has shown much improvement in creative writing. Her story plots are very imaginative and exciting. She needs to work on adding more details about her characters and story settings.

_____ is making excellent progress in reading and spelling. His story writing would improve if he would follow the process of planning, writing a draft, revising the draft, and editing for errors before turning in a final story.

_____ works very hard at turning in stories that are free of grammatical errors. She needs to begin adding more details about the events in her stories so that her readers can "see" what is happening.

_____ is doing an excellent job with assigned spelling. However, he needs to improve his spelling in creative writing. Encouraging him to read books at home will help with this.

_____’s creative writing continues to improve. She is able to write a clear beginning, middle, and ending for her stories now. She needs to begin adding more descriptive words and phrases to make her stories more vivid.

GENERAL

_____ has really improved in _____. He still needs extra work in _____. Please continue to work with him on this at home. Thanks for your support.

_____ does her best work in the area of _____. I do think that she can do better work in _____. Please give me a call or stop by so we can discuss some ideas to help her in this area.

_____ continues to show growth needed in the basic skills areas for this grade level. By continuing this effort, he should be able to improve his (understanding of the material, grades, comprehension).

I am very proud of _____ and her conscientious efforts to improve her work. Her progress, however, is slow, which makes it very difficult for her to keep up with the rest of the class. We need to give her all the help and encouragement we can. Would you please call me and make an appointment so that we might work out a home program to go along with her work at school?

_____ is beginning to enjoy working at school. He seems to feel that he is one of the group now and is able to listen and to understand directions given to the class. He is slow in understanding new work, but is making progress. I appreciate the help you have given me in understanding his problems and hope we continue to work together.

_____ tries very hard and she is making steady progress. However, her rate of achievement makes it difficult for her to keep up with the class. Please schedule a conference with me so we can discuss what we can do to help.



_____ is trying very hard, but the work is difficult for him. Nightly review will help with the basic skills. I would like to have a conference with you to discuss this further. Please call the school to arrange one.

_____ has shown an increased interest in _____, but she continues to need encouragement. I will be glad to talk with you about her progress.

Thank you for your visits to our school. Let's continue with the plan that we devised to assist _____. He tries very hard in school and I think he will do well with the extra help that we have planned for him.

_____’s effort has been good. However, she is still struggling in _____. She often seeks help from her classmates. I feel that she needs to improve her study habits so she will be able to handle the work on her own.

_____ is very cooperative about following our school and class rules, but he does need help in strengthening his schoolwork. He does not always put forth his best efforts. I feel that if we encourage him to do his best, both here and at home, his work will improve.

_____’s progress in basic subjects is at grade level standards, but she is not working to the best of her ability. Please continue to encourage her to study at home and to take her work more seriously.

_____ has a tendency to want to manage others in the classroom, and this is causing him unhappiness at school. He needs to remember to stay focused on his own work and worry only about his own progress.

_____ tries very hard, but often has trouble focusing on the task at hand. Less socializing and more concentrating is needed. The work is difficult for _____, and she still needs consistent help at home with _____.

_____ has difficulty focusing in class and is easily

distracted by his classmates. _____'s goals need to be: starting work promptly when asked, concentrating fully on the task at hand, and transitioning smoothly to the next assignment.

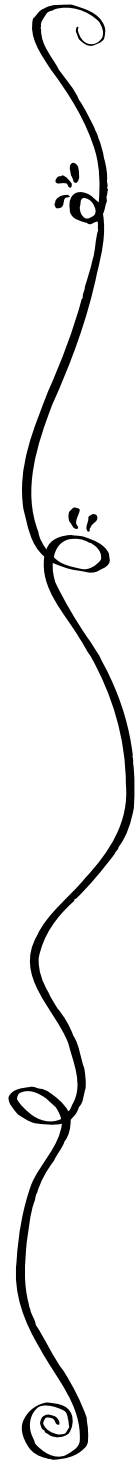
I'm concerned that _____ seems to need constant supervision to work well in class. Otherwise, he rushes through his work, then wanders around the room or talks to his neighbors. As we learn more new skills, his interest in school is lagging. As a result, his work is suffering. Please schedule a conference with me so we can discuss what we can do to help.

_____ needs to slow down and do neater work. Her hurry to get work done is interfering with doing it well.

_____ is having difficulty completing classroom assignments. He often has to finish the work during (free choice time, recess time, study hall time). A better effort needs to be exerted to get the work done during the given class time. Please discuss this with him.

I am concerned that _____ is not completing her homework assignments. I send assignments home with her almost every night, but she never returns the finished work. It would be helpful if you could review her homework at home. If she can turn homework in consistently that will help her progress.

_____ seems to have trouble remembering the skills we learn in class. Please go over the completed homework assignments with him at home before they are turned in. This review is important in helping him retain information.





CHAPTER TWO

BEHAVIOR PROBLEMS

Many problems that occur in school are directly related to behavior. A student's behavior can limit the success he or she will have in school. It is important to have parental involvement and support from the moment a behavior problem is recognized.

CITIZENSHIP



_____ has been trying to practice good citizenship habits. She should be complimented for this effort, as it has taken a great deal of self-control and self-discipline. However, she still needs to work on keeping her hands to herself.

Thank you for your discussion about _____. He tries to be a good citizen in the classroom, but is struggling in a few areas. He often disturbs the whole class by talking loudly, and has also been in trouble in the restroom and on the playground. I am sure he realizes that he must follow school rules, but he often needs to be reminded of them.

_____ has made an effort to be a good citizen in the classroom, but has been in trouble for being noisy in the (cafeteria, bathroom, music room, etc.) She needs to be reminded of the importance of always following school rules.

_____ is not showing the desired growth in social maturity. He is often out of his seat wanting attention. Frequently he is unfair in games, then complains and pouts when reprimanded. I would like to set up a conference with you to discuss this. Please call at your earliest convenience.

Thank you for your support with _____'s behavior. Although she is trying to be a better citizen, our continued guidance is needed.

_____ has been trying much harder to control his classroom behavior. It has made a big difference in his enjoyment of school.

_____ experienced difficulty adjusting to being back in school. She is trying hard to be a good citizen, but needs to continue to work in this area. As her self-confidence increases I think she will have an easier time interacting with her classmates.

I enjoyed our recent discussion about _____'s behavior. He is always willing to help and is working on becoming a better citizen. As we discussed, he could do better if he applied himself more.

_____ has made some progress in the social areas, but she still needs continuous guidance and supervision. If we continue our efforts, we can help her become successful.

In order to help _____ continue to improve in the areas of classroom citizenship, I suggest we continue to use the (conduct contract, note system, weekly reports). Please contact me so we can discuss this. Thank you for your support in this situation.

_____ is becoming one of the best citizens in our classroom. He consistently assumes responsibility for his behavior in class and on the playground. He does need occasional reminders about school rules, but not very often.

_____ is doing a good job fulfilling her duties as (room helper, line leader, classroom representative) without being reminded.

WORK HABITS

_____ has made some progress in work habits, but still needs continuous guidance and supervision. If we continue our efforts, we can help him to be successful.

_____ is easily distracted in school and needs to improve her work habits. I'm sure she could do a better job if she would use her time more efficiently. I would like to schedule a conference with you as soon as possible to discuss her behavior.

_____ has been progressing nicely. His greatest challenges are listening attentively and focusing on what is going on in class. I would be happy to have a conference with you to see how we can help _____ develop better work habits.

The marks labeled “work habits” on the reverse side of this card are one means of evaluating the quality of work done by _____. As you can see, we need to encourage her to be more serious about her work.

When _____ settles down, he does better work. However, he often seeks the attention of his classmates by making noises, like loud coughs or sighs. Please discuss this behavior with him.

_____ continues to require reminders about appropriate classroom behavior. She often forgets that school is not playtime. She is capable of better work.

_____ is having a hard time paying attention in class. I would like to set up a behavioral contract for him. Please give me a call to discuss this. I will send a sample of the contract home with _____.

_____ is not working up to her abilities at this time. She is still too interested in her neighbor’s business and does not concentrate on her own work. As a result, she is not performing as well as she could.

_____ seems to enjoy school and continues to do satisfactory work for this grade level. However, he still tends to be too interested in what other students are doing and needs to focus on his own work

_____ is doing grade-level work. However, I am sure that her work could be even better if she paid more attention to it. She seems to be more interested in what her neighbor is doing than in getting her own work done.

_____ has learned not to call out in class. However, he is still too chatty with neighbors. He is often inattentive and, consequently, often does not know what is going on. He needs to learn to concentrate on the right things at the right time.

_____ has trouble because she frequently talks during inappropriate times and disturbs the class. She is trying to correct this bad habit, but often needs reminders.

_____ works hard on his assignments and is anxious to please. However, he tends to be talkative and bothers those around him.

_____ is doing well in _____. She usually understands the class assignments, but often does not complete them because she is spending too much time talking. We are working on better habits and would appreciate your support in this area.

In general, _____ has been doing good work. However, he has not been consistent. He is a happy person, but very talkative and restless in class. I'm sure his work would improve if he kept his mind on the job at hand. We need to continue to provide guidance along these lines.

_____ has fine mental ability and does her work quickly and accurately. However, she needs to be more considerate of other people.

I am very proud of _____'s ability to complete his work quickly, but I wish he would try harder to think of others around him. He must remember not to disturb people who complete their work more slowly.

_____ tends to daydream, and then depends upon others to tell her what she should be doing. When she learns to focus during class, she will be capable of finishing assignments in the allotted time.

_____ still lets his attention wander instead of concentrating on his work. His difficulties in relationships with other students continue to affect his work habits and to cause him unhappiness at school.

_____ is now able to complete her work in (reading, math, social studies) on time. She is showing some improvement in her ability to work by herself.

Thank you for your cooperation in helping _____ become more independent. He seems to be happier with other children now and is beginning to take more responsibility for getting his work done. He has handled several new events without (crying, pouting, showing off), and I hope that with your continuing support we can solve this problem.

_____ seems to have difficulty settling down in the classroom. She tends to be quite impatient and gets upset easily. However, with her enthusiasm and sincerity, I'm sure she will develop greater stability. I appreciate the patience and understanding you have given her.

_____ certainly enjoys artistic endeavors. However, as is reflected in this reporting period, _____ spends time drawing when he has other work to do. I would like to schedule a conference with you to discuss _____'s work and study habits before they become real problems.

I am very pleased with the growth _____ has shown. She is realizing it is better to receive positive attention for a job well done, than negative attention for inadequate work.

_____ takes pride in doing his work well, but he still requires a good deal of guidance and supervision from me. He is more interested in writing notes and entertaining those around him than in doing his work. Perhaps it would help if you would discuss with _____ the importance of sticking to his work until he completes it.

_____ is still having behavior problems that affect his work. I would like a conference with you at your earliest convenience.

_____ has settled down and is beginning to do better work. I hope that her renewed interest in schoolwork and the improvement in her behavior will continue.

ATTITUDE

Although there has been some improvement in _____'s attitude toward her schoolwork and other students, it has not been consistent. Continued guidance and encouragement is needed from both school and home.

_____ 's report card is a reflection of his attitude in school. He could do better work if he decided to work harder and cooperate.

Thank you for our recent conference. As of this point, _____'s attitude toward the basic skills still needs improvement. Reviewing homework assignments nightly should provide her with more success in class. Thanks for your support on this.

Thank you for your cooperation with _____. He still requires many reminders regarding his attitude toward adults in the school setting. His classroom and playground conduct also needs improvement. Please continue to remind him about this.

Thanks for your visit to our classroom. _____'s attitude and behavior still need improvement. Her attitude toward others and toward me is inconsistent, and is reflected in her schoolwork. She does not take reminders very well and tends to pout and become angry when reprimanded in any way.

_____ 's attitude toward school, its rules, the teacher, and his classmates is reflected in this reporting period. He is capable of being a good student, but he has become defiant and increasingly difficult to handle.

_____ 's attitude toward school rules needs considerable improvement, as does her playground behavior. I would like to have a conference with you as soon as possible to discuss this further. Please give me a call at your earliest convenience.

As my reports have indicated to you, _____ is not doing his schoolwork and seems not to care about doing the assignments. He needs to make up his mind to focus on the work in front of him. Until he applies himself, he will continue to get poor grades.

Our conversations about _____ have been helpful. I'm sorry to report, however, that her attitude has become defiant and that she does not think for herself or understand what a good citizen does. Her report card this period is a reflection of her attitude toward schoolwork, teachers, and school rules.

Thank you for your conference with (principal, counselor) about _____. His behavior is very inconsistent, and he still has great difficulty conforming to rules or authority. Please continue to discuss these areas with him.

_____ 's attitude, socially and academically, is inconsistent. She requires much supervision because she is far too interested in her neighbors. She needs to study every evening in all areas. I'd like to schedule a conference with you as soon as possible to discuss how we can resolve these issues.

Although there has been some improvement in _____ 's attitude toward others, he needs to be reminded constantly to express himself respectfully.

_____ 's attitude toward others has shown improvement this reporting period. However, _____ does little work in school unless she has my

undivided attention. It would help if you discussed with her frequently that school is a place to work and not a place to play or daydream.

_____ is a serious child and tries hard to succeed. He has the ability to do excellent work, but is held back by tenseness. He is very excitable and needs to learn to relax.

RELATIONS WITH PEERS

_____’s progress in her schoolwork is not as strong as it was the first reporting period. This is because she continues to have difficulties in her relationships with other students and in conforming to school rules. Her behavior affects her work and is reflected in her grades this period.

_____ is having considerable difficulty in his relationships with peers. This is causing him much unhappiness at school. I would like to have a conference with you to discuss some possible solutions. Please contact me as soon as possible. Thank you for your support.

Although _____ has shown progress in all academic work since school began, she still has difficulty in conforming to school and classroom rules and in understanding directions given in a group. May we talk about ways to help her understand the importance of working well with others?

I am pleased with _____’s fine work. However, he continues to have difficulty in her relationships with other pupils, and this causes him much unhappiness at school. May I have a conference with you about how we might help him?

_____ is now aware of her social problems, but she finds it difficult to follow the classroom rules and to do to what is expected of her. She is in trouble frequently with the other children, which upsets her and makes it difficult for her to focus on her schoolwork. Please call me so we can talk about ways to help.

Thank you for your visit to our room. _____’s behavior problems that we discussed—bothering neighbors, bossing others on the playground,

and generally acting silly—are still very prominent. He is also frequently tardy and this disrupts the class.

I would like to confer with you as soon as possible concerning _____'s behavior. She has trouble keeping her hands to herself and frequently creates disturbances. I need to remind her too often that in school we must work and cooperate with others. Please contact me so we can discuss this situation.

_____ is having trouble getting along with his classmates and is not making a good adjustment to our class. I would like to have a conference with you as soon as possible. Please let me know when it will be convenient for you to meet with me.

PLAYGROUND BEHAVIOR

_____ is finding it very difficult to cooperate on the playground. He has been involved in a number of incidents involving playground behavior. Please discuss with him the importance of following rules. I will continue to remind him at school about appropriate behavior.

_____’s work is frequently affected by difficulties that start on the playground. She must remember to play in her own area and also to play less roughly. Please give me a call so we can discuss this. Thank you for your support in this matter.

_____ is having trouble on the playground. When reminded of appropriate behavior by the playground supervisors, he pouts and storms off. This attitude then comes into the classroom and affects his classroom work. Please discuss this matter with him.

_____ needs to remember self-control while in line and on the playground.

_____ is having trouble on the playground. She is not always invited to participate in playground activities and, consequently, is very unhappy. She then expresses her feelings of frustration in antisocial ways. I would like to

set up a conference with you to discuss some options. Please call the school at your earliest convenience to arrange a time. Thank you for your support.

_____ is a fine athlete and has the makings of a good leader. However, because of poor sportsmanship in games, he has been involved in many arguments and has had to be removed from playground activities. I would like to have a conference with you and _____ to discuss this further. Please call to arrange a time.

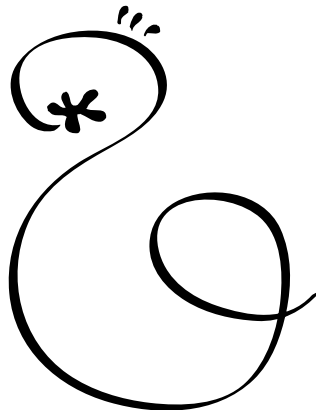
_____ is still having trouble on the playground. I believe this is partly because she is allowing others to influence her decisions. She continues to need your help in this matter.

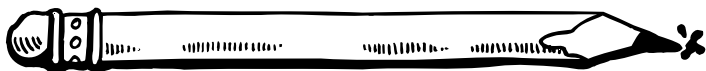
_____ works hard on his assignments. However, sometimes he is upset by comments on the playground and this is reflected in his work. Please call me so we can discuss this matter further.

_____ has difficulties on the playground as well as in the classroom. I would like to arrange a conference with you as soon as possible to discuss how we can best help.

_____ is a serious child and plays and works well independently. However, she finds it difficult to enter into organized games and group activities. She would benefit from joining in these types of activities. Please discuss this with her. Let me know how I can help.

_____ is a good student. His interest in academic subjects is a great example for the class. However, he would benefit by taking a more active part in playground games. Please encourage him at home in this area.





CHAPTER THREE

PERSONALITY ISSUES

Attending to students' academic needs requires that we also explore any personality issues that may limit their achievements. As we work to identify and improve these areas now, we help to lay the foundation for their future success.

SELF-CONFIDENCE



_____ has gained much self-confidence. This has given her a feeling of success in her work. She is easy to get along with and a pleasure to have in class.

_____ is showing a nice improvement in all his work. He is beginning to contribute to the discussions in class and is gaining self-confidence.

In the past, _____ seemed to lack self-confidence and the ability to take the necessary responsibility for doing _____ grade work. I'm pleased to say that her work habits and social growth are improving nicely.

Thank you for your interest in our room. _____ is a cooperative boy. He is dependable, but very quiet. He needs to be encouraged to take part in classroom discussions and develop more confidence in himself.

_____ is overanxious and worries about her work at times, which is probably indicative of a lack of self-confidence. She requires a great deal of praise and attention. Please call me so we can discuss what we can do to help her gain confidence in her abilities.

_____ is a quiet child in the classroom and frequently daydreams. He seems to be under a lot of nervous strain,

and this is reflected in his oral reading and reporting to the class. Please schedule a conference with me so we can discuss this further.

_____ is a conscientious child and a good citizen. It would help her gain more confidence in herself if she practices oral reporting and reading aloud at home.

_____ is a fine citizen and is well liked by his peers. He is showing satisfactory growth in all the basic skills areas, but he needs to develop more confidence in his abilities.

_____ does great work in class. However, she needs to develop more confidence in herself. She tends to work too slowly because she wants all her work done just right.

_____ needs more confidence in himself before he can do good work on his own. He is inclined to be dependent upon others for directions.

SHYNESS

Thanks for our conference. _____ still has trouble expressing herself orally because of her shyness. However, I have noticed a little improvement the past few weeks.

_____ has made a nice adjustment to our school. He is a bit shy, but I am sure that as he feels more comfortable, he will relax. He is a good student and gets along well with everyone. We are glad to have him here.

_____ is really excelling in _____. This is beginning to give her the confidence she needs. She has so much to share, and we are glad to have her as a part of our class.

_____ is a quiet child and is having a difficult time speaking up during (sharing, oral reports, reading-aloud time). Perhaps practicing these things at home first would help her relax.

_____ tends to be very shy in class. I am concerned that he may not understand some things and is hesitant to ask for help. I have encouraged him to feel free to ask me for help. Maybe your encouragement at home will help him feel more comfortable talking to me.



CHAPTER FOUR

IMPROVEMENT AND GROWTH

In your communication with a student's parents, it is essential that your focus be on the child's improvements. Celebrating a small success in a problem area is as important as acknowledging larger accomplishments.

ACADEMIC ACHIEVEMENT

_____ is showing improvement in all subject areas. It is obvious that she spends time at home on her schoolwork. Thank you for meeting with me and providing her with extra support at home. Please continue to give her encouragement.

Thank you for your interest and cooperation. It is evident that _____ is receiving help at home. Please continue to encourage him and practice (math facts, spelling, reading) at home.

I enjoyed our conversation about _____'s schoolwork. As we discussed, she has grown in many ways this year. She certainly is trying to improve, and continued guidance from you will benefit her greatly.

_____ has improved since we last talked. I suggest that he continue to work on _____ for a short time each evening.

_____ is a good citizen and tries hard in all areas. As we discussed in our recent conference, she needs extra work at home. Let me know if you need any materials to get her started. Thank you for your cooperation.

Thank you for meeting with me. For several weeks _____ showed improvement in the problems we discussed. However, his (written work, math, science) is slipping and I feel that another conference with you as soon as possible would be helpful.

SOCIAL

I appreciate your interest in our class. I am happy to report that _____ is showing growth in his social relations with other students. He seems to be happier and more at ease in school now.

_____ has worked very hard this year, and although she occasionally forgets to use appropriate behavior, she has made great gains in the social area. I am proud of her social growth.

_____ has made good progress this year, especially socially and emotionally. Thank you for your support and cooperation.

_____ will continue to need your guidance in overcoming her social difficulties. She will find school much more pleasant if she is able to sustain the improvement she has shown during the past few weeks.

ATTITUDE

_____’s attitude is much more positive now, and he is learning more self-control. Please encourage him to keep up the good work.

_____’s attitude toward her school work has improved. She responds well to praise.

_____ has shown improvements in attitude during this grading period, and I think he deserves credit for this. However, he does slip back often and needs help and encouragement from both of us.

I am very pleased with _____’s improvement since our talks with her. She wants very much to please us. She is really blossoming as a student.

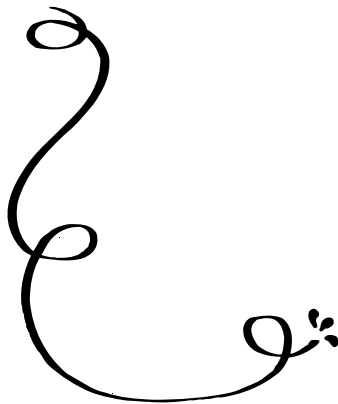
Thank you for your cooperation with _____. I am delighted with the improvement that he has made with his behavior issues. He is helpful to me in the classroom. He is very dependable, and his work in the basic skills areas reflects his new attitude.

_____ is showing a more mature approach to the work of this grade level and is developing a better attitude toward it. She seems more interested in school now and is better able to apply herself in both social and scholastic situations. She should continue to work on her attitude, although she has already made a good deal of progress.

_____ is rapidly acquiring greater self-discipline and is beginning to apply himself well in the classroom.

Determination and consistent effort on _____'s part have raised all of her grades. She is now realizing much satisfaction from doing her work well. Please encourage her to keep up the good work.

_____ has shown improvement in many areas. He is now full of ambition and cooperates in class.





CHAPTER FIVE

POOR ATTENDANCE AND TARDINESS

Parents should be reminded that time out of the classroom can jeopardize their child's school success. Even though assignments may be done at home, valuable class time is lost when students are absent or tardy.

ABSENCES

_____ does good classwork when she is present, but her frequent absences cause difficulties. Can we schedule a conference to talk about this problem?

_____ has had difficulty adjusting to the new class situation. The quality of his written work and assignments reflects his frequent absences. _____ will need guidance from you and me in both social and academic areas.

I am finding it difficult to make an accurate evaluation of _____'s progress at this time because of her frequent absences.

HEALTH

_____ seems to be in poor health. His written work and assignments are suffering. I would like to have a conference with you as soon as possible to discuss this. Please contact the school to arrange an appointment.

_____ 's frequent absences make it difficult for her to keep up with her classmates. She also complains daily about not feeling well, and her poor physical condition is affecting her performance in the classroom.

_____ leaves the room (3 to 4 times an hour, 7 to 8 times a day) to use the restroom. This creates a problem because of the class time he is missing. Please call me so we can discuss this situation.

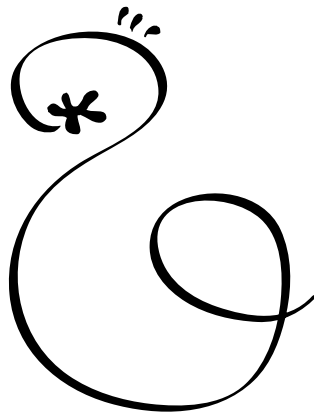
TARDINESS

_____ is frequently tardy, often 30 minutes or more. This not only disturbs her classmates, but it also affects her work. Being on time for class is an important part of being a successful learner.

_____’s frequent tardiness affects his own performance and also disrupts the class.

_____ needs to be sure to check in at the office when she is late for school. She is often late and forgets to check in.

_____ has been late for school _____ times this grading period. Due to this tardiness, he has (lost points, missed important announcements, received detentions). Please try to be sure he is at school and ready to start at _____ a.m.





CHAPTER SIX

THE AVERAGE STUDENT

All students should be given encouragement and praise, along with an honest evaluation of their skills. Parents need to be informed about their child's achievements, attitude, and general progress, even if their child is not excelling or struggling in a particular area.

ACADEMIC ACHIEVEMENT

_____ has been doing a great job and is a pleasure to have in class. I really appreciate the way he (always completes assignments, does neat work, is always ready with the necessary materials).

_____ shows satisfactory progress in all his work. Thank you for helping to stimulate his interest in school.

_____ has been working very hard on _____ this grading period. Her hard work is making a difference. Please encourage her to continue this effort.

_____ has done a good job on his (math, writing, reading) this grading period. However, he continues to struggle with (addition, capitals, main ideas) and would benefit from some extra help at home. Please let me know if you would like some extra material for home practice.

_____ is showing good growth in the basic skills. She takes pride in working neatly and correctly. Keep practicing at home in the (math, spelling, reading) area. This will help increase her (speed, comprehension, accuracy).

_____ is a good citizen and works hard in school. However, she tends to work too rapidly, which often results in careless mistakes and poor written work.

_____ is a hard worker and always tries hard. He is having trouble understanding (division, nouns, sentence structure, addition). I would like to schedule a conference with you so we can discuss some ways to increase his understanding.

_____ is very capable, but is finding it difficult to (follow directions, pay attention, complete assignments).

_____ is very capable and has a lot of potential. He could improve his grades by (turning in work on time, completing class assignments, not visiting with his neighbor so much).

ATTITUDE

_____’s attitude toward school is positive. He takes great pride in being part of our classroom and likes to help keep things neat and organized.

_____ is a good citizen and a conscientious child. She has a good attitude toward school and approaches her assigned tasks in a confident manner.

_____ is a good citizen and is always willing to help with any classroom project. His fine attitude and spirit of cooperation are reflected in the good growth he is showing in the basic skills areas.

_____ is showing good growth in the basic skills areas. She is a dependable person and likes to help make our room a pleasant place. She is a good citizen and approaches her work with a fine attitude.

Thank you for your interest in our room. _____ is an excellent citizen, and you are to be commended for raising such a fine child.

_____ has a happy attitude toward his schoolwork. However, he needs to improve his attitude toward (physical education, homework, friends, music).

GENERAL

_____ is dependable and a good citizen. He is very cooperative and participates in class. He works hard and asks questions when he doesn’t understand.

_____ is doing satisfactory work, and is developing good work habits.

_____ has shown fine growth in all areas, especially in _____.

_____ is a very enthusiastic and energetic member of our class. She is very creative and enjoys (art, reading projects, math games). She is poised and relaxed in front of the class.

_____ has acquired a great deal of self-confidence. He is now able to (speak in front of the class, participate in class discussions, present oral projects). He has really blossomed during this grading period.

In her quiet way, _____ is one of my best classroom helpers. Her generosity and friendly gestures always help to put new students at ease.

_____ is willing to take part in all classroom activities. He has a pleasant personality and shows satisfactory progress in all his work.

_____ is a fine citizen and works hard on her assignments. She seems to enjoy performing special classroom duties.

_____ brings many interesting items to share and takes his school experience seriously. I enjoy having him in my class.

_____ is trying to be very conscientious. She has been working hard and responds well to praise.

_____ has been progressing nicely in _____ grade. However, at times, I feel that he has not worked to the best of his ability.

_____ is cooperative and attentive. She has a good attitude toward school. However, she is hesitant to raise her hand during class discussions. Please encourage her to do this. We are interested in hearing what she has to say.

_____ seems anxious to please. He tries hard and takes pride in his work. He still needs to work on developing more self-confidence. This will help him to relax and enjoy himself more.

Thank you for our many talks. They have helped me to understand _____ better.



CHAPTER SEVEN

THE ABOVE-AVERAGE STUDENT

Keeping parents informed about their child's positive achievements is just as important as notifying them about trouble spots. After all, doing above-average work may come naturally for some students, but others spend hours working to achieve such excellence.

ACADEMIC ACHIEVEMENT

_____ has done an excellent job in all areas this grading period. He has worked hard and applied himself.

_____ is a hard, conscientious worker and is always trying to improve her skills. You should be very proud of her.

_____ is cooperative and attentive. He completes his work quickly and accurately. He enjoys (working in the class centers, reading, using the computer, doing math puzzles) whenever he has a free moment.

_____’s excellent work is a reflection of her great attitude and effort. The class has enjoyed the many interesting items she has brought to our room for sharing. It is a pleasure to work with such a willing child.

ATTITUDE

_____ is a very cooperative and alert _____ grader who accepts responsibility beautifully. You can always depend on _____ to set a good example in citizenship as well as scholarship. It is a pleasure having her in my class.

_____ has a positive attitude toward school and learning. It is a pleasure to work with him.

I enjoyed meeting you at the Open House. _____ is a fine boy. It is a real pleasure to work with such a conscientious, well-mannered child.

_____ is a good citizen in the classroom and is always willing to help with any project. Her fine attitude and spirit of cooperation are reflected in her excellent work.

I have enjoyed talking with you about _____. She has made excellent progress in all areas. She is cooperative and friendly and gets along with everyone.

_____ has an energetic attitude toward school. I appreciate his enthusiasm.

_____ is always willing to accept a challenge. She seems to truly love learning.

_____ is a pleasure to have in class. He is enthusiastic about learning and is always willing to try something new.

GENERAL

_____ is a pleasure to have in class. She always (has something interesting to share, has a unique perspective, comes up with creative ideas). She gets along with everyone and is kind and thoughtful.

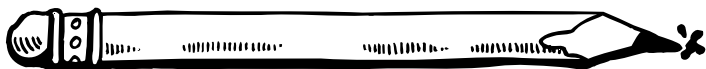
_____ continues to be an exemplary student in all ways. He is always willing, prepared, and cooperative.

_____ takes a keen interest in all of her work and has shown growth in all areas. She is a conscientious, dependable child.

_____ takes pride in her work and always does an exemplary job. She would benefit from worrying slightly less and relaxing a bit more.

I am concerned about _____'s stress level in class. He is very capable, but tends to worry too much about every detail. I feel this is taking a toll on him. Please give me a call so we can discuss this.

_____ is a good student and a hard worker. However, she tends to be competitive with the other students to such a degree that it becomes negative. Please discuss this with her.



CHAPTER EIGHT

THE BELOW-AVERAGE STUDENT

If a student is doing below-average work, it may be necessary to communicate with his or her parents on a regular basis, not just through report card messages. Share your concerns directly and honestly with parents. Be sure to provide support and guidance that will assist them in helping their child.

ACADEMIC ACHIEVEMENT



I am concerned about _____'s progress. He struggles in most areas. His basic skills, as well as his work habits and social behavior, are below grade-level standards. I would like to talk with you about this in more detail. Please call to arrange a time we can meet.

Although _____ has been making steady progress, she has not yet mastered the basic skills expected for this time of year. I am concerned she may not be ready to go on to the next grade level by the end of the year. Please call to arrange a conference so we can discuss ways to help her get where she needs to be.

_____ continues to struggle with grade level skills in (math, reading, writing). He may require more than one year to acquire those skills. I would like to discuss this with you in more detail. Please call to arrange a conference.

Although _____ tries very hard, the work is too difficult for her. In order to advance to _____ grade she will need some additional help. Please contact me so we can discuss this situation.

Although _____ has shown progress in many areas, he still

_____ needs more academic growth in order to succeed in grade _____. Please call me to schedule a conference so we can discuss some ways to help him.

Thank you for our recent conference. As we discussed, _____'s work is below grade-level standards. As she learns to concentrate and develop efficient study habits, her work should improve. Thanks for your support.

_____ tries to do his best, but the skills at this grade level are too difficult for him at this time. He will need to mature academically and socially in order to feel at ease with his peers.

_____ is having a difficult time with (reading, math, writing, spelling). She is working below grade level expectations at this point in the year. Please contact me for a conference.

_____ is good-natured and cooperative. He started slowly in gaining the skills necessary for reading and, although his progress is steady, he has not reached the level of achievement expected at this time of the year. Please call me so we can discuss this further.

ATTITUDE

_____ is very active and finds it difficult to settle down in the classroom. Several things indicate a lack of readiness and maturity for this grade level. Please contact me as soon as possible to arrange a conference.

_____ has a very poor attitude which prevents him from doing grade-level work. I feel that he has the potential to do the work, but lacks the appropriate attitude to be successful.

_____ has developed a very negative attitude about completing her schoolwork and about paying proper attention in class. If this continues, it will be very difficult for her to be successful in _____ grade.

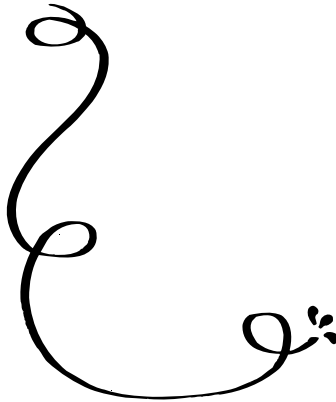
GENERAL

_____ would benefit from some extra time and attention on schoolwork. Please contact me so we can discuss some things that might help his performance.

_____’s lack of confidence keeps her from putting in a full effort. Because of this, she is not able to keep up in class. As she develops confidence, her work should improve.

_____ is doing unsatisfactory work for the _____ grade. Please contact the school to arrange for a conference.

_____ is trying to do the best that she can. It seems, however, that some personal issues are getting in her way. Please contact me for a conference at your earliest convenience.





CHAPTER NINE

THE NEW STUDENT

When new students enter your classroom from various backgrounds and experiences, it is important to communicate with parents and let them know how their child is fitting into the new situation.

ADJUSTMENT

For a short time, _____ had difficulty adjusting to our class. However, she has made an effort to overcome this and now fits in remarkably well. She is a capable child and does good work in school.

_____ is having some difficulty adjusting to our class, especially in (social areas, playground activities, academic expectations). I think time will help to remedy this situation, but feel free to contact me if you would like to discuss this matter.

Although _____ enjoys our playground activities, he has had problems in adjusting to the new classroom situation. I would appreciate it if you would come in as soon as possible so we can discuss ways to help him.

_____ is having a very difficult time adjusting to our classroom. Please contact me for a conference as soon as possible.

ACADEMIC ACHIEVEMENT

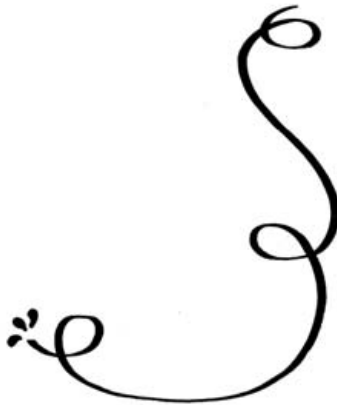
It is difficult to give _____ a fair evaluation at this reporting period because she has not been with us long.

At this time I am not able to give a fair and complete evaluation of _____'s progress. However, in general, he seems to have made a nice adjustment to our class.

_____ fits into our classroom very well and is quickly making friends with her classmates. Since she has been in my class a short time, it is difficult give a complete academic evaluation at this time. However, her progress is good and she seems to be doing well with the basic skills for this grade level.

Since _____ has been in my class such a short time, it is difficult to give an academic evaluation at this time. However, he seems to be having a hard time with some of the basic skills for this grade level. I would like to discuss his progress with you. Please contact the school to set up a conference.

I cannot make an accurate evaluation of _____'s work since she has been with us such a short time. However, she does have some difficulties in her relations with others on the playground, and this has been affecting her schoolwork.





CHAPTER TEN

END-OF-SCHOOL MESSAGES

Communication with parents at the end of the school year should include the year's successes and struggles. This is a good time to point out areas that could benefit from extra work over the summer, or to give suggestions on how a student could prepare for the next grade level.

ACADEMIC ACHIEVEMENT

_____ has matured this year socially and academically. He has a positive attitude and is very responsible. He still needs to strengthen his understanding of (long division, nouns and verbs, sentence structure). Thanks for the help I know you have given him.

There has been a noticeable improvement in _____'s study habits this reporting period, which is very encouraging. Please continue during the summer with (subtraction, spelling, creative writing) review and as many reading experiences as possible.

_____ has struggled this year in class. She needs to improve in the area of (math facts, penmanship, social studies) in order to do well in the _____ grade. I would suggest some extra summer work in this area would help. I would be glad to send home some work for her to do.

_____ needs to work on (math, reading, writing) over the school break in order to move comfortably into _____ grade.

_____ would benefit from reading many library books this summer. He needs to improve his reading speed and comprehension to have success in the _____ grade.

_____ continued to blossom as the year progressed. She is especially strong in (reading orally, verbal presentations, math concepts).

_____ has put forth a great deal of effort this last year. With such determination, I am sure he will continue to do well in _____ grade.

_____ has a great ability to apply herself. She should continue to do well as she moves to the _____ grade.

_____ takes an interest in all class work. He enjoys a challenge and is a hard worker. It has been wonderful having him in my class.

_____ takes a keen interest in her work and is most agreeable and eager to learn. It has been wonderful having her in my room.

ATTITUDE

Although _____'s continues to grow in the area of attitude and social maturity, his behavior is not consistent. He still needs guidance and support from you as he begins the next grade. Thanks for your cooperation throughout the year.

_____ has had some problems adjusting to our room, as you know from my reports to you. Many of her difficulties occur on the playground and she then carries a poor attitude into the classroom. This hurts her academically. She is capable of much better work.

_____ 's attitude has improved over the course of the year. He had some difficulty adjusting at first, but is now able to be cooperative and responsible.

I have enjoyed having _____ in my class this year. His friendly, cooperative manner makes him a pleasure to be around.

_____ is a wonderful girl and I'm happy to have had her in my room. She has made many contributions to our class and is an inspiration to her classmates. With her friendly, cooperative attitude, she will be a pleasant addition to any class.

Regardless of how busy _____ is, he still has time to do something nice for someone. For this reason, he is one of the best-liked members of my class.

I enjoyed having _____ in my class. She is a sweet and cooperative child.

_____ is a pleasant, conscientious student. He is self-confident and has excellent manners. It has been a pleasure to have him in my class.

I enjoyed having _____ in my room. She assumes responsibility well, excels on the playground, and is well-liked by her peers. She's helped to make my year a pleasant one.

I have enjoyed having _____ in my room. He is helpful and responsible and always has a smile on his face.

GENERAL

_____ is a good worker and has a love of learning. We will miss her next year. We hope that you enjoy your new home.

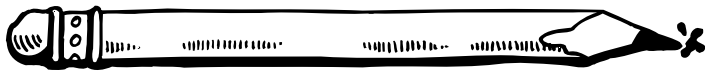
I'm sorry I didn't get to meet you this year. _____ has made nice progress this reporting period. He is maturing nicely and I hope this continues.

_____ has truly been a pleasure to work with this year. Have a restful and enjoyable break!

Thank you for all your interest in our classroom this year. The students have benefited from your help.

I appreciate your interest and commitment to our class this year. Thank you so much for your time and energy.





CHAPTER ELEVEN

USEFUL ADJECTIVES

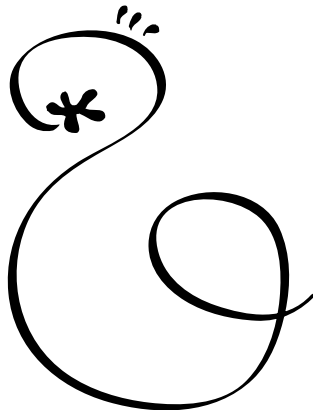
Sometimes it's possible to convey an accurate description of a child with just one word. This chapter contains a list of appropriate adjectives that can be used in teacher comments.

active	disobedient
affectionate	disorderly
aggressive	disrespectful
agreeable	dissatisfied
alert	distracted
ambitious	domineering
antisocial	eager
anxious	energetic
appreciative	enthusiastic
artistic	exemplary
athletic	fair
attentive	focused
bashful	friendly
bold	generous
brave	good-natured
capable	gracious
careful	happy
cheerful	helpful
confident	hesitant
conscientious	imaginative
consistent	impatient
cooperative	impertinent
courteous	impolite
creative	inattentive
defiant	inconsistent
dependable	independent
destructive	interested
determined	mature



neat
nervous
nice
organized
outgoing
overcritical
pleasant
poised
popular
positive
prepared
quarrelsome
quiet
relaxed
resentful
reserved
respectful
responsible
restless
rude
self-confident

selfish
self-reliant
sensitive
serious
shy
sincere
sweet
talented
talkative
tense
timid
thoughtless
unhappy
unreliable
untruthful
vivacious
well-adjusted
well-liked
well-mannered
willing
withdrawn





CHAPTER TWELVE

APPROPRIATE PHRASES

These phrases can be used appropriately in a variety of situations. They should be adapted to have a personal application to the child being evaluated.

ACADEMIC ACHIEVEMENT

Fails to have his work in on time

Never completes assignments in the allotted time

Fails to finish independent assignments

Doesn't always use her time wisely

Needs to use spare moments to his advantage

Sacrifices accuracy for unnecessary speed in her written work

Is doing the work hastily rather than carefully

Is inclined to hurry too much

Makes mistakes due to carelessness; needs to recheck her work

Comprehends well, but needs to work more quickly

Is confused about written instructions

Needs to listen to directions

Language handicap is main source of difficulty

Needs to practice speaking in front of a group

Has difficulty retaining the processes of (addition, subtraction, multiplication)

Needs to increase speed and comprehension in reading

Needs to apply skills to all written work

Handwriting needs improvement

Is capable of achieving higher grades in _____

Potential is much greater

It is possible for _____ to exceed grade expectations

Has ability, but is not applying herself

Is not working to full capability

Is inconsistent in her efforts, especially in _____

Needs to work on _____ skills during spare time

Is maintaining grade-level standards

Rate of achievement makes it difficult for him to keep up with the class

Must improve work habits if she is to gain the fundamentals needed for _____ grade work

Would improve if he developed a greater interest in his schoolwork

Following suggestions might improve her _____

Work indicates a few areas in which development is needed

Is weak in _____

Needs to show improvement in _____

Needs to strengthen skills in _____

Has been consistently progressing

Is making steady progress academically

Has shown improvement in his academic work

Is improving in reading, especially vocabulary development

Is learning to occupy his time more fully

Quality of work is improving

Has shown a good attitude about trying to improve in _____

Has shown an encouraging desire to do better in _____

Is learning to listen to directions more carefully

Seems eager to improve

Is working harder to master _____ and is making progress

Shows improvement in _____

Has shown strong growth in _____

Am hoping that this recent interest and improvement will continue

Has improved in general comprehension

Has the ability to follow directions

Am pleased with her fluent oral reading

Enjoys the stories we read

Reads extensively

Learns new vocabulary quickly

Has a mature vocabulary

Seeks additional information

Especially enjoys _____

Expresses herself well through art and with words

Main interest lies in _____

Excels in writing original stories and poems

Work in the areas of _____ has been especially good

Is doing strong work in all areas

Has earned a very fine report card

Is a very fine and serious student and excels in _____

BEHAVIOR

Classroom behavior concerns me

Disobeys rules

Is easily distracted

Needs to be continually reminded to _____

Needs constant supervision

Continues to daydream too much

Doesn't participate

Needs to take a more active part in class discussions

Thoughtless acts get her in trouble with others

Needs to learn more socially acceptable behavior

Talks excessively

Needs to learn to respect the viewpoints of others

Needs to show more respect for other students' ideas

Seems unconcerned about his behavior

Needs to develop a better sense of responsibility

Needs to improve in self-control so he will find greater social acceptance

Doesn't show self-control in important situations, and this causes unhappiness for herself as well as others

Is aggressive on the playground

Needs to improve her playground relations with others

Needs to learn the school safety rules

Rarely volunteers for _____

Wants responsibilities, but fails to follow through

Needs to work democratically with others in a group

Is becoming more dependable during work periods

Can be very helpful in the classroom when she remembers our standards

Is developing a better attitude toward _____ grade

Is showing more interest and enthusiasm for the things we do

Is learning to share and listen

Is learning to be a better listener, which enables her to follow directions more promptly

Is continuing to grow in independence

Is learning to be careful, cooperative, and fair

Doesn't volunteer often, but is willing to take part in all classwork when requested

Adjusted well to the classroom

Takes her job as _____ seriously

Is a good citizen

Respects the authority of those in charge

Attitude toward school is excellent

Accepts responsibility well

Performs well in everything he undertakes

Is enthusiastic about participating

Volunteers often

Is willing to take part in all classroom activities

Takes an active part in class discussions

Works well with her neighbors

Shows pride in his work

Is very helpful about clean-up work around the room

Gets along well with other children

Works well in groups, planning and carrying out activities

PERSONALITY

Seems restless at times

Has trouble concentrating

Lacks self-confidence

Is easily discouraged

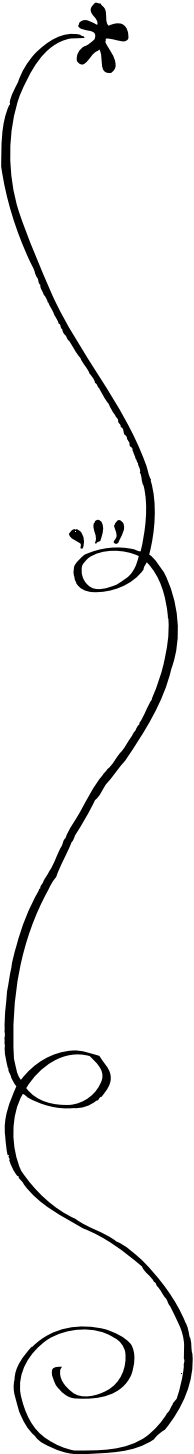
Is timid about asking for help

Cries easily

Needs encouragement

Responds best to praise

Is anxious to please



Occasionally feels unsure of herself
Is gaining more self-confidence
Enjoys being with other children, but at times becomes overstimulated
Shows a good attitude
Has an excellent attitude
Is extremely conscientious
Is cooperative and happy
Has a pleasant disposition
Is a cooperative, well-mannered student
Is pleasant and friendly
Has the potential to be a good leader
Grasps new ideas readily
Has good organization of thoughts
Is a clear thinker
Is a steadfast, conscientious worker
Is a hard-working student
Is a good student who appears to be a deep thinker
Is an enthusiastic worker
Is a good worker and attentive listener
Bubbles over with enthusiasm
Has a sense of humor we all enjoy
Is unusually mature
Is a very happy, well-adjusted child
Makes friends quickly and is well-liked by classmates





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THIRD EDITION



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