# Daily progress reports

Below are some example templates of behaviour progress reports.

Use the following scale to record the student’s progress towards meeting the expectations:

3 = 0-1 reminders 2 = 2 reminders 1 = 3+ reminders

At the end of each day calculate the total points earned towards achieving the goal and talk with the student about how to continue to be successful the next day.

These progress reports should also be communicated with parents/carers so that they can also celebrate the student’s success.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Be  Safe | Be  Respectful | Be Responsible | Teacher initial | Success notes |
| 1 | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| 2 | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| Recess | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| 3 | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| 4 | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| Lunch | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| 5 | 3 2 1 | 3 2 1 | 3 2 1 |  |  |

Today’s points:

Teacher comment:

Teacher signature:

Parent/carer signature:

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Be  Safe  ‘Keep hands and feet to yourself’ | Be  Respectful  ‘Follow directions’ | Be Responsible  ‘Use materials appropriately’ | Teacher initial | Success notes |
| 8:30am – 9:30am | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| 9:30am – 10:30am | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| Recess | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| 11:00am – 11:30am | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| 11:30am – 12:00pm | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| Lunch | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| 1:00pm – 1:30pm | 3 2 1 | 3 2 1 | 3 2 1 |  |  |
| 1:30pm – 2:00pm | 3 2 1 | 3 2 1 | 3 2 1 |  |  |

Today’s points:

Teacher comment:

Teacher signature:

Parent/carer signature: