

# **Comment Section Guidelines**

## **Elementary Progress Report Everett Public Schools September 2011**

### **Belief Statement:**

The comment section of the progress report is the one area you, as the child's teacher, can provide qualitative and anecdotal information specific to areas of strengths and need unique to the student. It is important to keep in mind these progress reports are read and used by a wider audience than just the student and parent. Progress reports are often included in the body of evidence used to determine program placement in the child's educational future. Your comments also provoke powerful emotions and so therefore provide you an opportunity to invite collaboration, affirm student success, and identify areas of need.

### **Purpose:**

The comment section should be used to provide information about the student as a learner that is not already found in either the progress report itself or in the supplementary material which comprises the full report for parents.

### **Comments should help further explain:**

- Scores which are different than others (e.g. the student is receiving all 3's and 4's, but has a 1 in Scientific Inquiry).
- Any score below standard, with a statement from you on strategies employed in the classroom to help address needs.
- Significant changes from scores in a previous reporting period.
- Previous communications you have had with parents--reinforcing, clarifying or reiterating.
- The child's progress in relation to grade-level expectations but also what may be holding him/her back from meeting those standards.

### **Comments should not:**

- Compare the child to his/her peers.
- Convey information that cannot be supported by the evidence you've collected in the classroom.
- State sensitive or confidential information that is better shared in a parent conference.
- Be used to alert the parents to major concerns that have not already been discussed with them previously.
- Describe course content, activities, etc. (refer the parent to the *Learning Across the Year* brochure).
- Convey demands upon parents that do not also include an explanation of how you are addressing needs and challenges in the classroom.

(Please see Comment Exemplars on the back.)

## Comment Exemplars:

Jimmy's additional reading, at school and outside of class, has had a direct and positive impact on his ability to read at standard. In addition to an increase in his vocabulary I am also hearing him use the new science and mathematics vocabulary correctly in classroom discussions and written work.

Maria continues to select only informational texts to read, which is reflected in the lower score in *Reads Different Materials for a Variety of Purposes*. Other reading scores are at or above standard. Please continue to join me in encouraging Maria to widen her reading selections to include fictional material.

Note—the *Completes Classwork on Time* score is a 3 which reflects a terrific improvement from my comment and the score of 1 at the end of the first trimester. Thank you for helping Alaina understand the importance of getting work done during the time provided.

One continued area of growth is Serge's unwillingness to listen to others or to share responsibility for group tasks, especially during math and science table group work. We are practicing daily how to be an effective member of a team.

Since we talked at our October conference, Roberta has been on time to school every day. She is keeping her planner much more organized and up to date with less direct supervision from me—this renewed commitment and independence is making a difference in her learning as evidenced by the recent work she's completed in class.

Jenny's work has improved greatly with the addition of the Alpha Smart for writing usage. She is taking a greater interest in the quality of her work now. We will continue to reinforce creating quality products. Jenny readily accepts feedback from me—remembering to adopt and use the feedback to become a habit is a goal we are working toward.

Willie works hard and is making great strides in mathematics; however, he continues to struggle with adding two digit numbers. To improve his skills in this area I will be providing additional time in class on Math Whizz and basic math skill review. I will also send home materials you can use to help Willie practice his addition.

For a summary of the main topics and skills (Alice) has been studying during this trimester, please refer to the *Learning Across the Year* brochure included with this progress report.”

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