

Daily/Weekly School Report Card

Child Name: _____

Parent or Caregiver: The Daily/Weekly School Report Card is offered as a tool you and your child's school teacher and staff can use to help your child do better in school. Before starting, please discuss using this tool or similar tools with your child's health care provider(s). Also, discuss this tool with your child's school teacher(s) or other school staff. They may offer other advice or tools for you to consider.

Instructions for School Teachers or Staff:

- Working with the parent or caregiver and their child, start by setting 3 to 4 behavior goals to be met for part of the day, not the whole day (See examples on the other side of this page). Common areas for improvement include: behaviors with other children, behaviors with adults, classroom work and following classroom rules.
- Write the behavior goals in the spaces below. Make sure the child understands the goals. See the example below.
- For each day and each week, write a goal for the number of happy faces to achieve (Use the *Daily Happy Faces Goal* and *Weekly Happy Faces Goal* spaces below).
- Circle the ☺ to the right of each behavior goal each day it is met and the ✖ when it is not met. Total the ☺s each day and initial this form. Send the Report Card home with the child and ask him/her to bring it back each day until the end of the week. When the child is doing so well that daily rewards are not needed, plan with the parent or caregiver to take steps toward taking Report Card home every 2 to 3 days, and finally taking it home weekly instead of daily.
- If the child cannot meet the behavior goals, make them easier. As the child gets better at each behavior, make the behavior goals harder or set new goals.

Instructions for Parent or Caregiver:

- Once goals are set, plan to reward your child for achieving each goal (see the **Reward Planning Worksheet**). Ask your child to bring home this Report Card each day and reward behaviors daily. Send the Report Card back to school with your child each day until the end of the week. When your child is doing so well that daily rewards are not needed, plan with the teacher or school staff to have your child bring home this Report Card weekly instead of daily.
- At the end of the week, add the total number of ☺s earned for each behavior and write the score on the **Behavior Change Tracking Chart**.
- Keep this form and take it to your child's health care appointments as directed by your child's health care provider(s).

Teacher/Staff Name:		Date →						
Behavior Goals		Mon	Tue	Wed	Thu	Fri		
#	Example: Interrupts class less than 2 times per class period.	☺ ✖	☺ ✖	☺ ✖	☺ ✖	☺ ✖		
1		☺ ✖	☺ ✖	☺ ✖	☺ ✖	☺ ✖		
2		☺ ✖	☺ ✖	☺ ✖	☺ ✖	☺ ✖		
3		☺ ✖	☺ ✖	☺ ✖	☺ ✖	☺ ✖		
4		☺ ✖	☺ ✖	☺ ✖	☺ ✖	☺ ✖		
Daily Happy Faces Goal:								
Total Happy Faces:								
Teacher/Staff Initials								
Daily Happy Faces Goal:			Weekly Happy Faces Goal:					

The text in this worksheet is for informational purposes only. It is not a substitute for professional medical advice. Do not use the information to diagnose or treat a health problem without first consulting a qualified health care provider.

Daily/Weekly School Report Card Frequently Asked Questions

How can I help my child remember to bring the School Report Card home?

- Work with your child to choose a special folder or place in his/her backpack to carry the Report Card.
- Ask the school teacher/staff to remind your child at the end of each day to take the Report Card home.
- Reward your child for bringing the Report Card home.
- If the Report Card is not brought home, consider the behavior goals not met.

How can the school teacher/staff help my child remember the behavior goals throughout the day?

- Ask the school teacher/staff to work with your child to use visual prompts. For example: Your child can write a task list s/he can place on his/her school desk.

What if a week goes by and my child never or rarely meets a behavior goal?

- Discuss the behavior goal with the school teacher/staff and your child. The goal may be too hard to reach at this time. Agree on an easier goal for the next week and make it harder after your child gets better at meeting the easier goal.

What if my child is meeting a behavior goal every day of the week?

- Work with the school teacher/staff and your child to make a goal that is harder to meet the next week.

What if my child seems to lack interest in trying to meet the behavior goals or earn rewards?

- Set aside time with your child to discuss the rewards. Help your child choose rewards s/he is interested in. To get started, sometimes a child may need rewards before the end of the day. If this is necessary, work with the school teacher/staff on a short-term plan for giving rewards at school. One your child starts meeting goals on a daily basis, try giving the rewards at home at the end of the day instead of during the school day.

When the child is doing so well that daily rewards are not needed, the school teacher and/or staff will plan with the parent or caregiver to take steps toward taking a Report Card home every 2 to 3 days, and finally taking it home weekly instead of daily. When this happens, what if my child complains about not getting daily rewards?

- When making this change, the school teacher and staff, parents and/or caregivers need to notice and give praise for good behavior. Giving praise to a child for good behavior several times a day helps to replace rewards and helps to prevent complaints. Also, planning weekly rewards that are better than the daily rewards helps to make this change easier.

Examples of Behavior Goals	
Goals for completing school work/homework	Goals for following classroom/school rules
<ul style="list-style-type: none"> ▪ Starts each assignment with 2 or less reminders per hour. ▪ No more than 4 assignments not finished in the time given. ▪ Finishes assignments with 3 or less reminders to get back to work per day. ▪ Turns in homework daily. 	<ul style="list-style-type: none"> ▪ Break 2 or less classroom rules per week. ▪ Interrupt class less than 4 times per hour. ▪ Work quietly with less than 3 reminders per hour. ▪ Stays in chair with less than 4 reminders per day. ▪ Does not take classmates belongings without asking for and receiving permission more than 2 times per day. ▪ Stays in line with 3 or less reminders per day.
Goals for relationships with school teacher/staff	Goals for relationships with classmates
<ul style="list-style-type: none"> ▪ Asks for help by raising hand and waiting to be called on. ▪ Follows instructions without arguing more than 1 time per day. ▪ Keeps eye contact when talking with adults with 2 or less reminders per conversation. 	<ul style="list-style-type: none"> ▪ No more than 3 incidents of teasing classmates per class period. ▪ Fights 2 or less times with classmates per week. ▪ Needs 3 or less reminders per day to stop bossing peers. ▪ Needs 3 or less reminders per hour to not bother peers.

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