Report Card Comment Writing Tips: P-12

Purpose and Audience

The report card is primarily meant to communicate student achievement to a parent/guardian – a summary of learning to date communicated through the *learner profile*, *grades*, and *anecdotal comments*.

In a nutshell, parents/guardians want to know, "how is my child doing in school?"
- What does my child do well? (a strength)
- What are the areas of improvement?
- What can I do to help my child's learning?

Comments

A Learner Profile comment is a short comment highlighting an aspect of the Learner Profile in Primary to grade 6. It can focus on a strength and/or an area for improvement.

A Subject Area comment is a short, focused comment that highlights an area of strength, an area for improvement and suggestions to continue to support learning at home and/or school. There should be logical connection between the grade given and the comment that has been written.

Teachers can comment on behaviors from the Learning Profile in the Subject-Area comment blocks if the behaviour is affecting the student's achievement in that subject (e.g., Jean needs to continue to focus on following directions and fully completing tasks with independence.)

Do:	Do Not:
Provide clear, straightforward information to parents about how well their child is achieving and progressing in relation to expected learning outcomes	Restate outcomes or list what was taught
Communicate in a language that is easily understood by parents (i.e. jargon-free)	Talk about the program(s)
Highlight the individual student's learning strength(s), a learning need to address for improvement and, a suggestion to help address that need	Include program adaptations
Focus on the individual student (on the learner and the learning)	State what will be the focus for the whole class instruction during the next term
Be positive and constructive. Use concrete examples.	Repeat comments.

Sample Comments

The comment below demonstrates how to incorporate strengths, area for improvement, and suggestions. Also note: The teacher felt a parent or student may not understand "phrased reading" – so added a description.

Ania listens attentively during class and is very confident in expressing her opinions. She also enjoys writing stories. When Ania is reading she checks to make sure that words make sense and look right. She is able to use meaning and the beginning and ending letters of words to check that she is right. Ania is aware that her reading should sound like talking but her reading sounds slow and word by word. She would benefit from continued re-readings of familiar, easy books to encourage smooth and phrased reading (joining words together in a meaningful way).

The examples below show how a longer, more complex comment can be rewritten more briefly and clearer.

Longer, More Complex: Dawn has demonstrated good understanding of the outcomes for this course. She has demonstrated understanding of conversion of units, solving volume and surface area problems, solving problems using the trigonometric ratios, factoring, finding and interpreting the point where two lines cross, and solving unit pricing problems to determine which option has the best price. Calculating slope and determining the equation of a line, and multiplying algebraic expressions are concepts that Dawn still finds challenging. She could benefit from extra help when working with these concepts in the future. (character count 600)

Shorter, Clearer: Dawn has a good overall understanding of the concepts taught in this course. She is successful with measurement, basic algebra skills (manipulation of numbers and variables) and financial math. Dawn finds it challenging to apply her knowledge to real life problem solving situations. Additional practice applying basic algebra skills in such situations will help her build confidence in applying what she knows to new problem-solving situations. (character count 446)

Comment Character Counts (English):

Grade	Learner Profile	Learner Profile Music and Phys. Ed.	Language Arts	Mathematics	Music and Phys Ed.	Other subjects
Primary	450	250	1000	1000	600*	N/A
Grades 1-3	450	250	1000	1000	600*	N/A
Grades 4-6	450	250	1000	1000	600*	600
Grades 7-9	N/A	N/A	800	800	400	400
Grades 10-12	N/A	N/A	400	400	400	400

*Optional in Term 1

For report card templates please see https://inschool.ednet.ns.ca/PowerTeacher_User_Guides