

Student Reporting Advice

Student Report Writing Checklist

Reports should be written in plain English and give parents a clear picture of their child's progress and achievement, where improvement is needed and what should be done next. This checklist may be used to support teachers to write clear, easy to understand and informative reports.

Report elements	Actions to complete	Yes	No
Overall	Report is expressed in clear and succinct language.		
	Comments are not repeated.		
	Clear coherence between sections.		
What <Student Name> has achieved.	Key aspects of achievement noted.		
	Comments are consistent with scores, ratings and standards.		
	Comments focus on most important aspects.		
Areas for improvement/ future learning.	Key aspects for improvement have been noted.		
	Aspects focus on the future.		
	Aspects are linked to areas of achievement.		
What the school will do to support <Student Name>'s learning.	Plans are linked to areas of improvement.		
	Plan is simple to understand and follow.		
What you can do at home to help <Student Name>'s progress.	Realistic suggestions are linked to designated areas of improvement.		
	Comments are short and clear.		
	Suggestions are positive and achievable.		
Student comment and/or individual learning goals and targets.	Students have been provided with support and guidelines to develop their learning goals and targets.		
	Strategies have been established for students to monitor, review and record progress frequently.		
	Strategies have been established for students to contribute to the writing of the report.		