
K-12 Report Card Writing Made Easy Guide for Educators

DS EDUCATION GROUP



Parent-teacher communication is the cornerstone of parental involvement. Report cards represent an opportunity for educators to share students' progress and performance with their parents beyond the limited insight grades alone can offer. Every parent wants to know how their child is doing from the educator's perspective. Progress reports are just as important for students as well because they get to learn what they're doing efficiently and what they should improve on.

As an educator, you can do your part by writing clear, attentive, and thorough comments. These assessments need to be accurate, specific, personal, and above all, fair. So, it's paramount that you ensure your evaluation of a student's progress and performance is based on comprehensive evidence that surpasses formal written assignments and tests.

There are many ways in which you, as an educator, can display your understanding of your students because these assessments can be a turning point in their lives. Moreover, your report cards should be in congruence with the regulations of the BC Ministry of Education (or the Ministry of Education governing your jurisdiction). Unfortunately, coming up with fresh and positive ways to word these assessments is not always easy. But we're here to help you with this K-12 report card writing made easy guide for educators!



REPORT CARD WRITING REQUIREMENTS

In addition to following the provincial letter grades order and the student progress report order, your report cards should always contain the following list of items:

- 1 A brief outline (opening statement) of the course content your report card is based on - this part is usually the same for all students.
- 2 A review of the student's aptitudes -what they can and cannot do.
- 3 Important comments and relevant observations.
- 4 An evaluation of the quality of their work, i.e., test performance vs class participation, etc.
- 5 Pertinent suggestions and recommendations on how the student can improve his or her performance.
- 6 A concise summary of overall progress and performance.
- 7 A request for a meeting if there's a need for one.



K-12 REPORT CARD TEMPLATES

Opening Statement / Overview / Brief Outline

During this term, students have engaged and learned about [subject area]. They had the opportunity to work on their [skills] and they were tasked to complete numerous assignments, presentations, and projects on [course headlines]. They also had the time/freedom to expand their knowledge on [another course headline] through structured research and productive class discussions.



A STUDENT (GRADE 86 - 100%) EXCEPTIONAL, EXCELLENT, OUTSTANDING

Example #1: (Student Name) is making excellent/exceptional/outstanding progress in (Law 12, Physics 11, English 10, etc. ...).

(Student Name) has done an exemplary job with his/her _____ and has persevered in her/his efforts to achieve fantastic grades. I appreciate (Student Name)'s superior quality of work as well as his/her motivation to tackle each task head-on. His/Her attitude is commendable, and I have truly enjoyed being his/her teacher in _____.

(Student Name) displays strong knowledge in the area of _____ and consistently shares accurate and pertinent information, bringing valuable contributions to classroom discussions. (Student Name) arrives at school each day with a positive attitude, eager to learn, and he/she has exceeded my expectations in the area of _____.



A STUDENT (GRADE 86 - 100%) EXCEPTIONAL, EXCELLENT, OUTSTANDING

Example #2: (Student Name) is an excellent student and his/her enthusiasm has made the classroom a vibrant place.

He/She always puts forth his/her best effort in every individual task, which is remarkable to see. (Student Name) uses class time constructively. He/She is a flexible learner and adapts easily to new challenges.

(Student Name) succeeds at whatever endeavor he/she puts his/her mind to. I appreciate (Student Name)'s fervent investment in learning and his/her utter devotion to do his/her best every day. Not only is (Student Name) willfully dedicated to his/her studies, but his/her phenomenal academic dedication and commendable social skills make them a natural leader in the classroom.



B STUDENT (GRADE 73 - 85%) VERY GOOD

Example #1: (Student Name) is very gifted in his/her meticulousness and attention to detail when it comes to his/her assignments and I appreciate the very good/great quality of his/her work. He/She is very responsible and always makes sure to turn in any assignments or homework on time.

I am impressed with (Student Name)'s unique thinking skills and immense creativity in completing challenging assignments. He/She actively answers questions and participates in small groups just as efficiently as he/she contributes to whole-class discussions.

(Student Name) is truly eager to learn and his/her avid curiosity does not go unnoticed. He/She always ensures asking appropriate questions when needed.

(Student Name) has worked very hard this trimester/semester/term/year and I can wholeheartedly say that I am proud of all his/her accomplishments.



B STUDENT (GRADE 73 - 85%) VERY GOOD

Example #2: I am pleased to witness that (Student Name) has strengthened his/her talents in and consistently demonstrates very good effort and results. He/She is always kind, compassionate, and respectful to his/her classmates.

(Student Name) has a wonderful attitude and is always willing to lend a helping hand. He/she is very well-liked by educators and students alike. (Student Name) is a great listener and his/her confidence and positivity make him/her a very good role model for his/her classmates.

(Student Name) makes substantial efforts to avoid distractions that could inhibit the learning process. He/She shows great interest in classroom activities and uses his/her communication skills to harmoniously solve issues between classmates. (Student Name) is focused during class and seems to enjoy learning. He/She enjoys a good challenge especially when it comes to applying what he/she learns in the classroom to real-life situations.



C+ STUDENT (GRADE 67 - 72%) GOOD

Example #1: (Student Name) has made good improvement in the area of _____. He/She completes his/her work carefully and completely.

(Student Name) is an attentive student and is working well with diligence in all subject areas. I would like to encourage _____(Student's Name) to pay closer attention to _____ in order to _____.

(Student's Name) works well with other students. He/She enjoys participating in-class lessons and his/her background knowledge adds a great deal to our discussions. _____ (Student's Name) is very compassionate and is always kind to others.



C+ STUDENT (GRADE 67 - 72%) GOOD

Example #2: (Student Name) is a creative student and I have enjoyed seeing the wonderful writing/art projects/drawings he/she has created/written. He/She listens attentively to directions, puts forth a good effort, and I appreciate his/her ability to start work right away.

(Student Name) has a good grasp of the topics in this course, and understands the material well. Let's discuss a way to help him/her shine even more so he/she will witness further growth in this area of study.

(Student Name) has the potential to be at the top of the class. With more effort, he/she could move up to the advanced group in [the subject where effort is lacking], or take on greater enrichment activities to extend his/her learning.



C STUDENT (GRADE 60 - 66%) SATISFACTORY, MEETS REQUIREMENTS, ROOM FOR IMPROVEMENT

Example #1: (Student Name) is extremely/very capable but the work he/she presents doesn't live up to his/her full potential. He/She is working below his/her abilities due to a lack of motivation and low/reduced focus. (Student Name) has done well in many areas, however, I am concerned that his/her poor listening skills, and disinclination to follow directions have contributed to his/her lower grade in ___ (course subject).

(Student Name) shows a slight aversion to working independently or quietly, and though their test results and performance is satisfactory, I do believe a student of their caliber is capable of achieving a lot more. There is room for improvement and (Student Name) needs to ___ in order to make progress in the area of ___. He/She would greatly benefit from slowing down and being more attentive in order to produce quality work and achieve a better grade.



C+ STUDENT (GRADE 67 - 72%) GOOD

Example #2: (Student Name) made so much progress and he/she has come so far in ___! He/she has put in the effort to satisfactorily raise his/her grade in ___ (course subject) which I greatly appreciate. (Student Name) is gradually gaining more confidence in his/her skills but I think he/she would benefit from more ____. Because he/she still struggles regarding ____, I believe that is the next area we should target. I would like to see him/her redirect his/her attention toward _____ in order to earn a better grade. (Student Name) is enthusiastic but still has a hard time fully grasping ____. Additional work on these subject areas would be incredibly beneficial in helping (Student Name) reach his/her potential.



C- STUDENT (GRADE 50 - 59%) UNSATISFACTORY, NEEDS IMPROVEMENT

Example #1: (Student Name) has made unsatisfactory progress this term/trimester/semester/year. I am concerned about his/her organizational skills, in particular, his/her responsibility to turn in homework and assignments within the allocated time frame. I highly recommend you encourage (Student Name) to _____ on a daily basis to help him/her advance in _____. (Student Name) seems to find ___ especially challenging. I believe he/she would tremendously benefit from reading/practicing/working on _____.

He/She also needs to listen more carefully and learn to follow directions in the classroom. (Student Name) is struggling to understand new concepts in the area of _____. He/She should make more effort when working on the assigned _____ and listening to the class lecture. It would also be helpful if you could encourage (Student Name) to study ___ for ___ to assist him/her in mastering his/her _____.



C- STUDENT (GRADE 50 - 59%) UNSATISFACTORY, NEEDS IMPROVEMENT

Example #2: (Student Name) needs additional assistance with ____ and has achieved unsatisfactory progress this term/trimester/semester/year. I believe the first step to improving his/her current position in the classroom would be to complete all classwork and revision work in a timely manner. (Student Name) needs more practice with _____ and I will continue with my efforts to reinforce his/her positive attitude and strengthen his/her competencies. (Student Name) should also put more thought into _____ to avoid inaccurate or incomplete assignments. In addition, I believe (Student Name) would benefit from more active participation in group activities and class discussions as he/she has valuable thoughts and opinions to share. I suggest we meet at your earliest convenience to come up with a plan for how (Student Name) can effectively move forward and witness improved results in _____ (course subject).



F STUDENT (GRADE 0 - 49%)

Example #1: (Student Name) has not met the expectations in relation to the learning outcomes for _____ (course subject). He/She is respectful and courteous, however, he/she fails to turn in his/her school projects, assignments, and homework on time. (Student Name) struggles to follow classroom rules and is often reluctant to work independently or stay in his/her seat. He/She is very talkative during class and tends to disrupt quiet working periods.

(Student Name) also distracts his/her classmates which makes it difficult for everyone to focus. I would highly encourage (Student Name) to bring more focus to his/her work, so that he/she along with his/her classmates can create an environment where everyone is able to concentrate on the task at hand and learn more effectively. Let's meet at your earliest convenience so we can discuss strategies to keep (Student Name) on top of his/her schoolwork and reinforce appropriate behavior where necessary.



F STUDENT (GRADE 0 - 49%)

Example #2: (Student Name) has not met the expectations in relation to the learning outcomes for _____ (course subject). He/She can be positively inquisitive and he/she has a wonderful sense of humour, but he/she has quite a gap to make up for due to missing/incomplete important school work. (Student Name) is able to work alone satisfactorily but has a hard time cooperating with his/her peers. He/She is also struggling to make sense of new concepts in _____, so it would be beneficial if he/she were encouraged to pay more attention to assigned readings and class discussions.

I believe (Student Name) could benefit from further support and reassurance to help him/her improve on his/her tendency to give up on tasks easily. I am concerned about (Student Name)'s struggle with determining when it's appropriate to share his/her thoughts and opinions. I suggest a meeting to discuss ways we can work on improving (Student Name)'s communication and time management skills.



CLOSING STATEMENT / OVERALL SUMMARY

(Student Name)'s best work this trimester/semester/year was _____. He/She has shown tremendous improvement in/with mastery of _____. This term, I was glad/concerned to see (Student Name) consistently/frequently/never _____. I am hoping this recent improvement/decline will continue/come to an end. (Student Name) demonstrates excellent/exceptional/satisfactory/adequate/insufficient/deficient _____ skills regarding the recommended learning objectives and outcomes for [subject area].

He/She rarely/frequently/occasionally/regularly puts forth commendable/exemplary/admirable/uninspired/lackluster efforts in this term's syllabus. (Student Name) has a positive/negative attitude about the work that needs to be complete and I am thrilled/worried about his/her progress this year. (Student Name) is a pleasant/energetic addition to any class and I hope he/she enjoys his/her summer/winter break/spring break etc.!



THE PURPOSE

The purpose of writing a report card is to provide insight into your students' academic, social, and work skills.

Communicating with parents through progress reports and report cards can strengthen parent-teacher relationships and improve parental engagement. With that said, the task of crafting original and informative comments about every individual student can be incredibly daunting. This template will help you tailor your assessments to each student so you can perfectly highlight their strengths and bring focus to the areas in need of improvement. The comments in this template are a great way to supplement the insight grades can provide in report cards. The K-12 report card templates will allow you to:

1

Establish stronger parent-teacher connections

2

Choose the appropriate words and expressions when writing positive or negative report card assessments

3

Instill a growth mindset in your students

4

Use compelling leads and encouraging language in your evaluations

