

Quarterly Newsletter

Guiding your path towards becoming an inspiring and successful educator



The Art of Report Writing

*Presented by: Monica A. Padmanabha, MS, Ed.M.
Executive Director*

As we enter the spring season, a school begins to have those long-awaited scents and sounds reignited. There is more laughter and joy as the children are able to spend time outside. Not to mention that unmistakable feeling of anticipation when you can open the windows and let fresh air permeate throughout the classrooms. Summer is around the corner, so to speak!

Soon, the end of another school year will be upon us and with that there is the important task of final reports. With more and more schools opting to not schedule spring conferences, an educator must be extra cognizant of keeping parents informed and abreast of all areas that pertain to their child's growth and development. This is not limited to only academics. One educates the **WHOLE** child, so social and emotional development is just as pertinent as cognitive.

As an administrator, it is your responsibility to ensure that all faculty members continue to act in the best interest of the student and maintain the necessary communication and partnership with

the parents. All parents should receive an honest final report with no surprises.

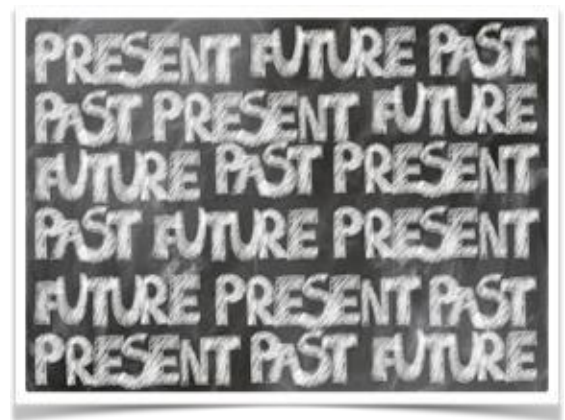
When it was report writing time for me as a teacher, I made it a point to write succinct yet informative narratives, as well as cross checked the skill set boxes with the narrative. This was my name and signature on this report, not to mention my reputation as a competent educator.

When I became an administrator and had the tremendous responsibility of reading all reports before they were sent home, I would stress to my faculty that consistency within a report is beyond essential; it is crucial. It is the final report for a student for this academic year. You are expected to know how this student performs on a daily basis.

Today, there are numerous websites that can provide a teacher with a variety of ways to say what they would like to articulate; however, be mindful that these are **YOUR** students and you should think of the report as a canvas that you are using to paint the portrait of each individual

TIPS FOR WRITING ARTFUL REPORTS

- ▶ Throughout the year, a teacher should maintain an anecdotal notebook for each student to note all observations
- ▶ Comments should be clear and honest with no surprises. All parents and guardians are owed the respect of knowing what is taking place in school before report cards are sent home
- ▶ Regardless if space allows you five lines or twenty in your narrative, always:
 1. Spell and grammar check.
 2. Write concise, yet informative sentences that do not run-on.
 3. Have a colleague read your reports as an objective individual and from the perspective of the parent/guardian.
 4. Include specific anecdotes from your daily observations.
 5. If a skill set does not allow you to be specific, expand in the narrative.
 6. Cross check all skills with the narrative for consistency.
 7. No matter how tempting, NEVER cut and paste parts of a narrative to multiple students.



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