Record BOOK

TEACHER _____

SCHOOL YEAR_____ GRADE/ROOM_____

How to Use the Record Book

SPECIAL PAGES

STUDENT ROSTER
Wait to complete the class record until after a permanent class list is established. Complete the list in pencil, allowing for changes in students' names, addresses, and phone numbers.

BEHAVIOR AND OBSERVATION LOG
Keep notes of students' behavior, both positive and negative. Write the date and the behavior observed. Also observe students throughout the day and keep notes of things you observe them doing academically and/or socially.

PARENT CONTACT NOTES
Make several copies of the Parent Contact Notes reproducible (page 10). Keep them handy to use when you need to send a note home to parents. Use the notes to convey positive messages or notify parents of concerns. You may need to send a note home to inform parents that their child has not been doing his or her class work or that the child was well behaved the entire week.

PARENT CONTACT CHECKLIST
Keep track of the contact notes sent home on the Parent Contact Checklist. To denote the reason for parent contact, use symbols such as *B* for Behavior, *H* for Homework, and *C* for Class Work. Use a minus sign (–) to denote a note sent home for negative behavior and an addition sign (+) for a note commending positive behavior.

RECORD-KEEPING TIPS

Determine the number of subjects for which you will be using the record keeper.
- Divide the book into sections according to subjects.
- Tab the book according to the subjects or periods of the day.

After establishing a permanent class list, assign each student a student number. Write each student's name next to his or her number on the desired record page.
- Color-code names by grade level if you are teaching a multiage classroom.
- If you are team teaching or your class changes throughout the day, divide the record book into sections and cut out the names columns within each section.

Determine your own grading systems using symbols, letters, or numbers for assignment and test grades.
- Color-code to differentiate between assignment and test grades.
- Use symbols for assignment completion and percentage scores for tests.
- Use the easy grader on page 64 to help determine percentages for test scores.

Record-keeping pages may be used to record skills mastered as well as assignments and tests.
- For writing skills, list skills such as *Uses Periods*, *Uses Caps*, *Writes Complete Sentences*, or *Uses Comma in Date.*
- A reading skills list might include *Knows Vowel Sounds*, *Recognizes Sight Words*, *Uses Context Clues*, or *Can Retell Story.*
- A math list might include skills such as *Fractions*, *Knows Basic + Facts*, or *Can Find LCD.*

Set up a system to save time with record keeping.
- Allow students to record assignments in the record book during free time.
- Assign one day per week for correcting and recording assignments and tests.
- Staple record book pages into folders to create small record keepers for each subject. Keep the folders in the area where you teach the subject.
- Keep a separate record book for homework assignments. Keep this book on hand for parent-teacher conferences.

Student Roster

STUDENT	GUARDIAN	TELEPHONE	ADDRESS OR E-MAIL

Behavior & Observation Log

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Behavior & Observation Log

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

SAMPLE

Behavior & Observation Log

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

SAMPLE

Behavior & Observation Log

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

SAMPLE

Behavior & Observation Log

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Name _____ **Date** _____

Notes:

Behavior & Observation Log

Name _____ **Date** _____
Notes:

Name _____ **Date** _____
Notes:

Name _____ **Date** _____
Notes:

Name _____ **Date** _____
Notes:

Name _____ **Date** _____
Notes:

Parent Contact Notes

NAME _____ DATE _____

_____

_____

_____

_____

_____
TEACHER SIGNATURE

Parents: Please sign this note and return it to school tomorrow

_____   _____
PARENT SIGNATURE   **DATE**

Parent Contact Notes

NAME _____ DATE _____

_____

_____

_____

_____

_____
TEACHER SIGNATURE

Parents: Please sign this note and return it to school tomorrow

_____   _____
PARENT SIGNATURE   **DATE**

Parent Contact Checklist

STUDENT NAME	B = BEHAVIOR H = HOMEWORK C = CLASS WORK

SUBJECT

DATE

Description of Assignment,
Test, or Skill Mastered ⟶

NAME

	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
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	14
	15
	16
	17
	18
	19
	20
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	28
	29
	30

Description of Assignment,
Test, or Skill Mastered

NAME

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