

End of the Week Report

An end of the week report can give you information about how your child performed in school. You can use the information to hold your child accountable for his/her progress. Plan ahead of time a number of appropriate consequences for either returning a poor report, or failure to follow through on using it and returning it to you. Tell your child ahead of time what you expect and what the consequences will be. Consequences of long duration are ineffective because they cause children to lose hope and motivation. Effective consequences are those that last one day or one weekend only. Consequences of short duration allow for a fresh start and increase motivation the following week. Typical consequences are grounding for a day or weekend (staying home with no TV, etc.), loss of privileges (no telephone, no sports, music, etc.), and monetary fines (i.e. \$5. deducted from allowance or paid directly to parents).

How to request an end of the week report

Write a note to the teacher or teachers you want information from. Here is a sample you can follow:

Date

Dear Teacher,

I want to help my child do better in school, therefore I am holding him/her accountable for what he/she does in school. Please help me by providing the following information based on this week only:

Please write the appropriate number next to each category below:

1 = very good, 2 = good, 3 = fair, 4 = poor, 5 = none given.

Classroom Behavior _____

Classroom Work _____

Homework Return _____

Test/Quizzes _____

Teacher's Signature _____

Thank you,

Sign your name

Give your letter to your child on the morning of the last day of the week and tell him/her:

- To give the letter to the teacher at the beginning of the class period..
- Ask the teacher for the letter at the end of the period.
- Bring it to you immediately when he/she arrives home that day.

Accept no excuse for your child's failure to bring the letter home. The key to success in using the report is your willingness to block all excuses given and to take whatever action is necessary to see that your child carries out this responsibility.