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ABSTRACT

Methods and forms are described that are in use for reporting student progress and performance to parents at a junior high school with varying degrees of individualized instruction in each subject area. For the 8th grade science program, in which all work is performed on individual or group contracts, the teacher records each date of completion and acceptance and writes some remarks on quality. One copy is sent home with the student each quarter. The 7th grade math and science reports list all topics covered during the year. Students may complete differing numbers of topics during one quarter. Achievement ratings of "excellent," "satisfactory," or "needs improvement" are given. It is planned to change this achievement rating to a notation of satisfactory completion when accepted by the teacher. Evaluation reports for social studies, industrial arts, foreign language, and English are attached. (KM)

*OK. Include with forms referred to
+ mail L.L.*

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Reporting to Parents When Individualizing Instruction

Aime Locoste, Principal
Robert Cushman Murphy Junior High School
Stony Brook, New York 11790

Reporting to parents becomes very complex when your school program has developed to some fairly extensive level of individualized instruction.

At the Robert Cushman Murphy Junior High School in Stony Brook, New York we have been developing methods and materials for individualizing instruction for three years. We are at varying levels of individualization in each subject area and for different topics or units within each subject.

Our reports to parents have changed each year and are now a compromise of idealism and reality. Here are some examples.

Our most individualized report is the eighth grade science. The program is totally presented on contracts which students work on independently or in small groups. As each is completed the teacher records date of completion and acceptance and writes some remarks on quality. This record form is kept in duplicate and one copy is sent home with the student each quarter. This sheet of definitions accompanies the report each quarter.

Our seventh grade science report lists all topics covered during the year. Some students may complete more topics than others in any given quarter. Ratings of achievement E = Excellent, S = Satisfactory, NI = Needs Improvement are given as you see. We hope to move away from this to notation of satisfactory completion when accepted as such by the teacher. Our ultimate objective is a

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TM 003 910

continuous progress record which would build upon our elementary school records of progress. We are presently seeking NSF funds to develop a complete continuous progress plan for K-9 in mathematics.

To show you some of the developments and compromises we've made let me show you last years math 7 report form and this years.

First, this years lists all topics for the year with blank spaces for additional elective topics each quarter. The E, S, NI, value is given to work.

Last year a different form was produced each quarter listing only the topics for the quarter. Check marks were placed next to topics "satisfactorily completed". This resulted in no cumulative record, and had less space for teacher comments. This years' forms are five-part carbon sets which result in a final cumulative file copy.

Here are samples of our Social Studies, English and foreign language reports, as well as one of our special areas industrial arts.

I'll be happy to answer questions.

I did answer questions for about 10 - 15 minutes regarding parent acceptance, teacher unanimity and numerous other problems which are real problems whenever any change is undertaken. Each problem must be faced uniquely depending on all the variables of each situation. I stated how we dealt with them in our situation with varying degrees of felt success.

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ARCON SETAUKET, N. Y. 751-2562

ROBERT CUSHMAN MURPHY JUNIOR HIGH SCHOOL
Oxhead Road
Stony Brook, New York 11790

Student's Name _____

1.

Achievement: _____

Quarter
1 2 3 4

Topics: _____

2.

Listening Comprehension

Speaking

Reading

Writing and Grammar skills

3.

Organization-Preparation

Work habits

Efforts

Use of class time

Self discipline

Total days absent *

Parent Conference Requested

* Note: Total may include absence for guidance conferences, music practice, etc., as well as unexcused absences.

Office Phone: 987-3187

FOREIGN LANGUAGE EVALUATION REPORT - GRADES 7 8 9
LANGUAGE _____
1972-73

Teacher's Signature

Teacher's Signature

Teacher's Signature

Teacher's Signature

Parent's Signature _____

Grade 9 - Final Evaluation _____

Key: E - Excellent NI - Needs Improvement

S - Satisfactory NA - Not Applicable



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Stony Brook, New York 11790

INDUSTRIAL ARTS EVALUATION REPORT - GRADE 7 8 9

1972-73

Student's Name _____

Achievement	Quarter			
	1	2	3	4
Skills:				
Efficient use of tools and machines				
Application of knowledge				
Drawing and reading plans				

Organization-Preparation				
Work habits				
Effort				
Use of class time				
Self discipline				

Total days absent *				
Parent Conference Requested				

* Note: Total may include absence for guidance conferences, music practice, etc., as well as unexcused absences.

Office Phone: 987-3180

1.

Teacher's Signature _____

2.

Teacher's Signature _____

3.

Teacher's Signature _____

4.

Teacher's Signature _____

Parent's Signature _____

Grade 9 - Final Evaluation _____

Key: E - Excellent NI - Needs Improvement

S - Satisfactory NA - Not Applicable

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 Oxhead Road
 Stony Brook, New York 11790

SOCIAL STUDIES EVALUATION REPORT - GRADE 7 8 9

1972-73

Student's Name _____

Date Completed	Topics Grade 7	Date Completed	Topics Grade 8	Date Completed	Topics Grade 9	Date Completed	Topics Grade 9
_____	Indians	_____	Constitution	_____	Culture	_____	The Family
_____	Ecology	_____	American Foreign Policy	_____	Religion	_____	Africa
_____	Colonial America	_____	Problems of Democracy	_____	Literature	_____	India
_____	_____	_____	American Minorities	_____	Colonialism	_____	China
_____	_____	_____	_____	_____	Communism	_____	Japan

Achievement	Quarter				1.	Teacher's Signature
	1	2	3	4		
Understanding of Content					1.	_____
Social Studies Skills						_____
Written Work						_____
Verbal Expression					2.	_____

Organization-Preparation						_____
Work habits						_____
Effort						_____
Use of class time					3.	_____
Self discipline						_____

Total days absent *						_____
Parent Conference Requested					4.	_____

* Note: Total may include absence for guidance conferences, music practice, etc., as well as unexcused absences.

Key: E - Excellent NI - Needs Improvement Parent's Signature _____

S - Satisfactory NA - Not Applicable

Grade 9 Final Grade _____

Office Phone: 3190

Teacher's Signature _____

Teacher's Signature _____

Teacher's Signature _____

Teacher's Signature _____



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Oxhead Road
Stony Brook, New York 11790

ENGLISH EVALUATION REPORT - GRADES 7 8 9

1972-73

Student's Name _____ 1.

Achievement _____ Quarter
1 2 3 4

Teacher's Signature _____

Skills:
Reads fluently and shows
good comprehension

2.

Writes thoughtful, well-
organized compositions
Has imaginative approach to
writing

Teacher's Signature _____

Demonstrates perception and
good reasoning

Uses proper grammar in writing
and speaking

3.

Spells correctly
Shows competence in research
methods
Shows responsibility in
independent work

Teacher's Signature _____

Organization-Preparation

4.

Work habits

Effort

Use of class time

Self discipline

Teacher's Signature _____

TOTAL days absent *
Parent Conference Requested

Parent's Signature _____

Grade 9 - Final Evaluation

Key: E - Excellent

NI - Needs Improvement

S - Satisfactory

NA - Not Applicable

* Note: Total may include absence for guidance conferences, music practice, etc., as well as unexcused absences.

Office Phone: 997-3188