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)
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 then 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
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.
# FOREIGN LANGUAGE EVALUATION REPORT - GRADES 7-9

| Grade | Listening Comprehension | Speaking | Reading | Writing and Grammar Skills | Organization-Preparation | Work Habits | Efforts | Total Days Absent *
|-------|--------------------------|----------|---------|-----------------------------|---------------------------|------------|--------|------------------
| 9     |                          |          |         |                             |                           |            |        |                  
| 8     |                          |          |         |                             |                           |            |        |                  
| 7     |                          |          |         |                             |                           |            |        |                  

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

Total Conference Requested: [ ]

Parent Signature: [ ]

Office Phone: 697-3187

Student Name: [ ]

Teacher Signature: [ ]

1972-73

Parent Conference Requested: [ ]

Total Days Absent: [ ]

Self discipline: [ ]

Performance: [ ]

Grade: [ ]

Efforts: [ ]

Organization-Preparation: [ ]

Listening Comprehension: [ ]

Speaking: [ ]

Reading: [ ]

Writing and Grammar Skills: [ ]

Work Habits: [ ]

Parent Signature: [ ]

1. [ ]

2. [ ]

3. [ ]

4. [ ]

Key:

- E - Excellent
- M - Meritorious
- I - Improving
- N - Needs Improvement
- O - Outstanding

NA - Not Applicable
### INDUSTRIAL ARTS EVALUATION REPORT - GRADE 7

<table>
<thead>
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<th>Quarter</th>
<th>1</th>
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<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>Skills:</td>
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<tr>
<td>Efficient use of tools</td>
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<tr>
<td>Application of knowledge</td>
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<tr>
<td>Drawing and reading plans</td>
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<tr>
<td>NI - Needs Improvement</td>
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</table>

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

| Parent's Signature |   |   |   |   |
| Teacher's Signature |   |   |   |   |

| Parent Conference Requested |   |   |   |   |

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

**Key:**
- E - Excellent
- S - Satisfactory
- NI - Needs Improvement
- NA - Not Applicable

**Office Phone:** 967-3180

**Student’s Name:**

---

**Robert Cushman Murphy Junior High School**

---

**Stony Brook, New York 11790**

---

**Date:**

---

**Office:**

---

**Phone:** 967-3180
<table>
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<th>4</th>
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</tr>
<tr>
<td>Grade 8</td>
<td>Completed</td>
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<tr>
<th>Achievement</th>
<th>Understanding of Content</th>
<th>Written Work</th>
<th>Social Studies Skills</th>
<th>Verbal Expression</th>
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<td>Grade 8</td>
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<table>
<thead>
<tr>
<th>Social Studies Evaluation Report - Grade 7 &amp; 8</th>
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</table>

Robert Cushman Murphy Junior High School
Oxhead Road
Stony Brook, New York 11790

Date: 1972-73

Student's Name

Parent's Signature

Teacher's Signature

Teacher's Signature

Teacher's Signature

Note: Total may include absences for unexcused absences, music lessons, etc.
<table>
<thead>
<tr>
<th>Grade</th>
<th>7</th>
<th>8</th>
<th>9</th>
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<td></td>
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<tr>
<td>Teacher's Signature</td>
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<td></td>
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</tbody>
</table>

**ENGLISH EVALUATION REPORT**

**Grade 9 - Final Evaluation**

**Key:**
- **E** = Excellent
- **S** = Satisfactory
- **NI** = Needs Improvement
- **NA** = Not Applicable

**Independent Work:**
- Shows conscientious effort
- Shows breadth and depth of reading
- Has original approach to writing
- Demonstrates perception and control
- Has mature approach to research
- Composed compositions
- Shows fluency and grace

**Collaboration:**

**Use Ball Point Pen. You are writing 5 copies.**

**Office Phone:** (718) 671-4146

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

**Teacher's Signature**

**Parent's Signature**

**1972-73**

**Student's Name**

**Home Address**

**School Address**