

Blank Reporting Template

Please enjoy this template I created, modify, and use it so it works for you. All fields may or may not be applicable to you or your school (or state).

RV: Reading & Viewing

W: Writing

SL: Speaking & Listening

NA: Number & Algebra

MG: Measurement & Geometry

SP: Statistics & Probability

General: General Comments

ABE: Attitude, Behaviour and Effort Checklist (tick when completed in portal)

Enter your codes that auto updates in the system if applicable:

e.g. DOE (WA) is <N> = name, <P> = his/her, <T> = he/she

This makes it easier to use the same comments without editing.

Enter your schools (or your own) preferred comments here e.g. for low attendance, students on an IEP etc.

Highlight the boxes using different colours when the comment is complete, if you need to flag attendance and input a comment or need more data to complete the comment or grade.

Input the grades for the other learning areas so the person editing your reports has a full picture of the student

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