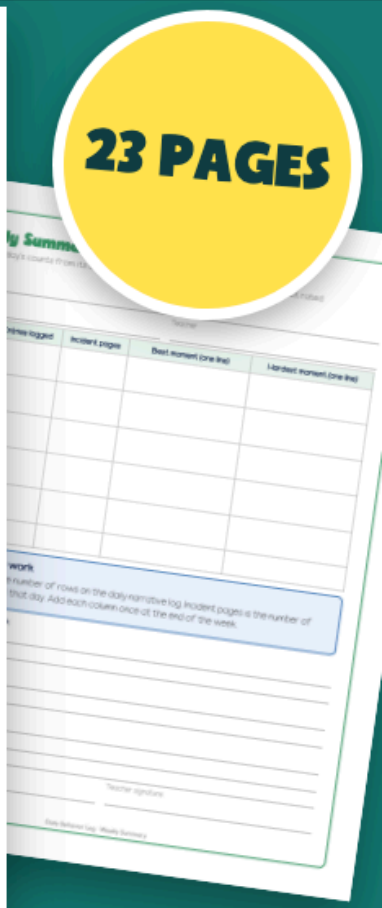
DAILY BEHAVIOR LOG

Narrative Log by Period







23 PAGES

Bright Path Sped

Terms of Use

Please read this before you print your first log.

One classroom license

- This file is for one classroom: one teacher and the students on that teacher's caseload.
- Please do not share it, post it online, or sell it.
- Extra licenses for a team or a school are available on the product page.

This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line, box or table cell, type, and Save As.
- It is not a spreadsheet and it needs no app. Every line is already a type-in field.
- It works offline. No account and no subscription are needed after you download it.

Student records

Completed logs carry a real student's name and what happened to them. Store, send and destroy them the way your school asks you to handle any student record, and share them only with the family and the team they belong to.

Print at 100 percent

Turn off fit to page so the boxes and lines print at the size they were drawn. Every page is dark text on white or a light tint, so it prints fine in black and white.

Keep a master copy

- Keep the file you downloaded as the blank master. Never type into it.
- Save As once for each student and each week, so every log starts blank.

Your school's rule for this file

Write the school's or district's rule for keeping and sharing these records here.

_____

Questions and fixes

If a field will not behave or a page prints at the wrong size, use Ask a Question on the product page. Every question is read, and a fix to the file ships as a free update from My Purchases.

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PREVIEW

Which Page for Which Need

Find the situation in the left column, then go to the page number on the right.

If you need to	Use page
Set up a new student, or start a new binder	5, 6, 7
Write what happened, in order, during one day	9
Record one event in full: time, place, what followed	10
Record several small events on one sheet	11
Total one week for the family or the team	12
Graph the week's entries, day by day	13
Count where the day's entries happened	14
Keep a record of calls, notes and replies	15
Send a daily note home in plain words	16
Find words that describe what you saw	17
Hand the day to an aide or a substitute	18
See a finished example first	19 to 22

PREVIEW

How the type-in fields work

- Click a line, box or table cell and type. Most readers let you press Tab to move to the next field.
- Write what you saw and heard in plain words. Leave a blank line empty rather than guess.
- Save As once per student and per week, so the blank copy stays clean.

Three things every row needs

- **When:** the time, or the part of the day.
- **Where:** the setting, such as the hallway or the reading table.
- **What:** what you saw or heard, then what the adult did, then how it ended.

Student Log Index

The front page of one student's log. Fill in the dates as you file each log, so the binder can be found in a minute.

Name

Teacher

School year

Which logs are in this binder

Log	Page	First date	Last date	Pages filed
Daily narrative log	9			
Incident log page	10			
Quick incident notes	11			
Weekly summary	12			
Weekly entries graph	13			
Where it happened tally	14			
Parent contact record	15			
Family note	16			

Days filed this school year (write a check or the date)

Week	Mon	Tue	Wed	Thu	Fri
Week 1					
Week 2					
Week 3					
Week 4					

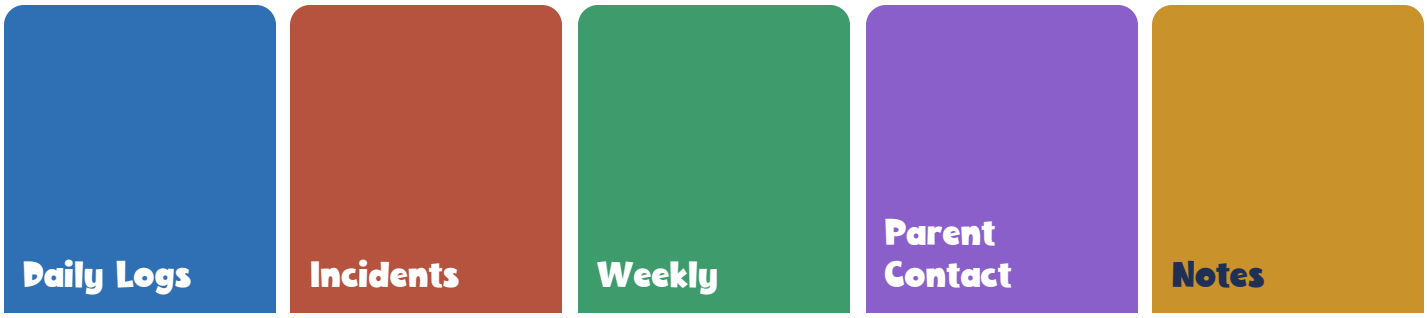
Keep the binder in this order

- Index, then the daily logs, then the incident pages.
- Weekly summaries, tallies and the parent contact record go behind their tabs.

PREVIEW

Divider Tabs

Print these tabs on card stock for the binder. Trim each tab, then punch holes to match the binder rings.



Tab	What goes behind it
Daily Logs	Daily narrative log (9)
Incidents	Incident log page (10) and quick incident notes (11)
Weekly	Weekly summary (12) and where it happened tally (14)
Parent Contact	Parent contact record (15) and family note (16)
Notes	Blank tab for the school's own forms

Order of the tabs

- Put the student log index in front of the Daily Logs tab.
- Keep the Incidents tab ahead of Weekly, so a record is found before the summary.
- Keep the blank Notes tab last.

Print tip

Print at 100 percent on card stock. A tab with a label that fits inside its colored top stays readable when photocopied in black and white.

Blank tab

Write the school's own label on the last tab, for the forms your school already requires.

PREVIEW

Incident Log Page

Use this page for one event. Write what you can see and hear. Leave out guesses about why it happened.

Name

Date | Time | Setting

Staff present | Who wrote this

Just before (what was happening)

What it looked like (what you saw and heard)

What the student said (his or her words, if any)

What the adult did

What happened next

How long | Who was told

Family told (date and how)

Injury or first aid (write what happened, or leave blank)

School or district rule for this event (write it here)

Teacher signature | Date

PREVIEW

Weekly Summary

Copy each day's counts from its daily log and its incident pages. Counts are written, not rated.

Name

Week of

Teacher

Day	Entries logged	Incident pages	Best moment (one line)	Hardest moment (one line)
Week total				

How the counts work

Entries logged is the number of rows on the daily narrative log. Incident pages is the number of incident pages filled that day. Add each column once at the end of the week.

What was tried this week

Next week's plan

Note to family

Date sent

Teacher signature

PREVIEW

Where It Happened This Week

Make one tally mark for each daily-log row in that setting, then total the week. Count the rows on page 9, not the reasons.

Name

Week of

Teacher

Setting	Mon	Tue	Wed	Thu	Fri	Week total
Arrival						
Class work						
Lunch						
Recess						
Hallway or transition						
Specials						
Dismissal						
Other (write it in)						

PREVIEW

Count like this

Four tally lines and a slash make five. A setting with no marks gets a dash. Write the week's total on the right, so the tally is never typed twice.

What the tally shows (what you counted, in plain words)

Setting to plan for next week

Family Note: Today at School

Plain words the family can read in two minutes. Name what happened, not a label.

Name

Date

Teacher

Today went well when

Today was hard when

One thing to notice or praise at home

Family reply (optional)

Parent or guardian signature

Date

Sent home on, and how

Sent home on

How it went home

PREVIEW

Sub or Aide Quick Guide

For the adult who covers the day. The teacher fills the top; you write the rows.

Name

Date

Teacher

Five steps

- **Read the log so far** before you write anything.
- **Write one row** each time something happens: the time, the setting, what you saw or heard, what you did, and how it ended.
- **Fill an incident page** for any event the school asks you to record. Ask the teacher which form.
- **Call the teacher** if your school's rule says to. Write the rule on the line below.
- **Leave the folder** on the desk at dismissal, open to today's log.

Time	Setting	What you saw or heard	What you did	How it ended

Call the teacher if

Aide or substitute

Teacher reads this on

PREVIEW

A Filled-In Day (Invented)

Marco and Ms. Lee are invented. This is one day, typed in as an example. The incident page is page 20.

Name

Marco (invented)

Date

Tuesday

Teacher

Ms. Lee (invented)

Aide

Mr. Park (invented)

Time	Class or setting	What happened (what you saw or heard)	What the adult did	How it ended
8:05 a.m.	Arrival, hallway	Came in with his backpack and went to the wrong table.	Walked him to his own seat and pointed to the morning card.	Sat down after about 2 minutes.
9:10 a.m.	Reading	Said "I don't want to." Pushed the book off the desk.	Said "Book on the desk. You can read page 4 with me." Then waited.	Picked up the book after about 2 minutes. See incident page.
10:30 a.m.	Math	Got out of his seat twice to sharpen a pencil.	Gave a reminder card. He went back to his seat each time.	Finished 4 of 6 problems.
11:45 a.m.	Lunch	Called out "Can I have the ketchup?" three times.	Asked him to raise his hand, and answered each time.	Raised his hand once, then talked.
1:00 p.m.	Science	Built the lab with his partner and shared the tools.	Praised the sharing right away, in a quiet voice.	Stayed with the lab to the end.
2:30 p.m.	Dismissal	Lined up with his group and waited for the bus.	Gave a thumbs-up at the door.	Left with his bus group.

Entries today

6

Incident pages today

1

PREVIEW

A Filled-In Week (Invented)

Marco is invented. Each day's counts are copied from its daily log and incident pages. Tuesday matches the filled day on page 19 and the incident on page 20.

Name

Marco (invented)

Week of

Monday to Friday

Teacher

Ms. Lee (invented)

Day	Entries logged	Incident pages	Best moment (one line)	Hardest moment (one line)
Mon	5	0	Finished the math page	Two reminders to start work
Tue	6	1	Shared the lab tools with his partner	Pushed the book off the desk in reading
Wed	6	2	Lined up with the group	Two incident pages, in math and at recess
Thu	5	0	Stayed on task for the whole science block	Left the table once at lunch
Fri	6	1	Raised a hand to ask for help in math	Refused the handout, then took it after a minute
Week total	28	4	–	–

How the counts work

Entries logged is the number of rows on the daily narrative log. Incident pages is the number of incident pages filled that day. Add each column once at the end of the week.

What was tried this week

A reminder card in math, and a quiet praise right after the good moment.

Next week's plan

Keep the reminder card in math. Give a choice of two books at the start of reading.

Note to family

Marco had a steady week. Reading was the hardest block on Tuesday. Friday went more smoothly, and he asked for help with a raised hand in math.

Date sent

Friday, after school

Teacher signature

PREVIEW