DAILY BEHAVIOR REPORT

Editable Parent Sheets

EDITABLE





Daily Report to Parents

Fill in the date, then rate each target from 1 to 4. Circle the face or type the number.

Name

Date

4 Great 3 Good 2 Okay 1 Hard

Target 1 — 4 Great 3 Good 2 Okay 1 Hard — Rating 1 to 4

Target 2 — 4 Great 3 Good 2 Okay 1 Hard — Rating 1 to 4

Target 3 — 4 Great 3 Good 2 Okay 1 Hard — Rating 1 to 4

Teacher comment

Teacher

Sent home on

Parent or guardian signature

Date

Parent reply (optional)

Daily Behavior Report · Daily Report

Bright Path Sped

Terms of Use

Please read this before you print your first report.

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 a fillable PDF, not a slide deck or a spreadsheet. Nothing needs to be unlocked or ungrouped: 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 reports carry a real student's name, ratings and comments. Store, send and destroy them the way your school asks you to handle any student record, and send them only to the family they belong to.

Print at 100 percent

Turn off fit to page. Each face has its number printed under it, so the ratings still read on a black and white printer.

Need help?

If a field will not behave or a page prints at the wrong size, use Ask a Question on the product page before leaving a review. 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 Day

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 change a target	5 and 6
Send one day home with faces and a comment	7
Send two days home on one sheet (the quick version)	8
Rate each class period before the report	9
Total one week for a family or the team	10
See the last four weeks at a glance	11
Meet with a family or the team	12
Record what went home and what came back	13
Get a written reply from a family	14
Find words for a comment	15
Hand the day to an aide or a substitute	16
See a finished example first	17 to 19

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.
- A rating box takes a whole number from 1 to 4. The face with that number is printed beside it, so you can also circle a face.
- Save As once per student and per week, so the blank copy stays clean.

Faces at a glance



Read the faces from left to right. 4 is the best day on that target, 1 is the hardest.

PREVIEW

Preview · Bright Path Sped

Day Setup and Contacts

Set these once for each student. The daily report and the weekly summary read from this page.

Name

Teacher

Room

Period	Class or activity	Start time
1		
2		
3		
4		
5		
6		

Daily rating rule

The default: average the 6 period ratings, round to a whole number, and round halves up (3.5 becomes 4). If you use another rule, write it here:

Family contact

Parent or guardian

How the report goes home

Reply by (day)

Best time to call

School rule for sending notes home

Write your school's or district's rule here, in its own words.

PREVIEW

Two Daily Reports on One Sheet

The quick version. Each half is a full report. Print two per sheet for a week of notes.

Name

Date

Teacher

Target 1 _____

 4 Great  3 Good  2 Okay  1 Hard

Rating 1 to 4

Target 2 _____

 4 Great  3 Good  2 Okay  1 Hard

Rating 1 to 4

Target 3 _____

 4 Great  3 Good  2 Okay  1 Hard

Rating 1 to 4

Teacher comment

Parent or guardian signature

Name

Date

Teacher

Target 1 _____

 4 Great  3 Good  2 Okay  1 Hard

Rating 1 to 4

Target 2 _____

 4 Great  3 Good  2 Okay  1 Hard

Rating 1 to 4

Target 3 _____

 4 Great  3 Good  2 Okay  1 Hard

Rating 1 to 4

Teacher comment

Parent or guardian signature

PREVIEW

Four-Week Trend

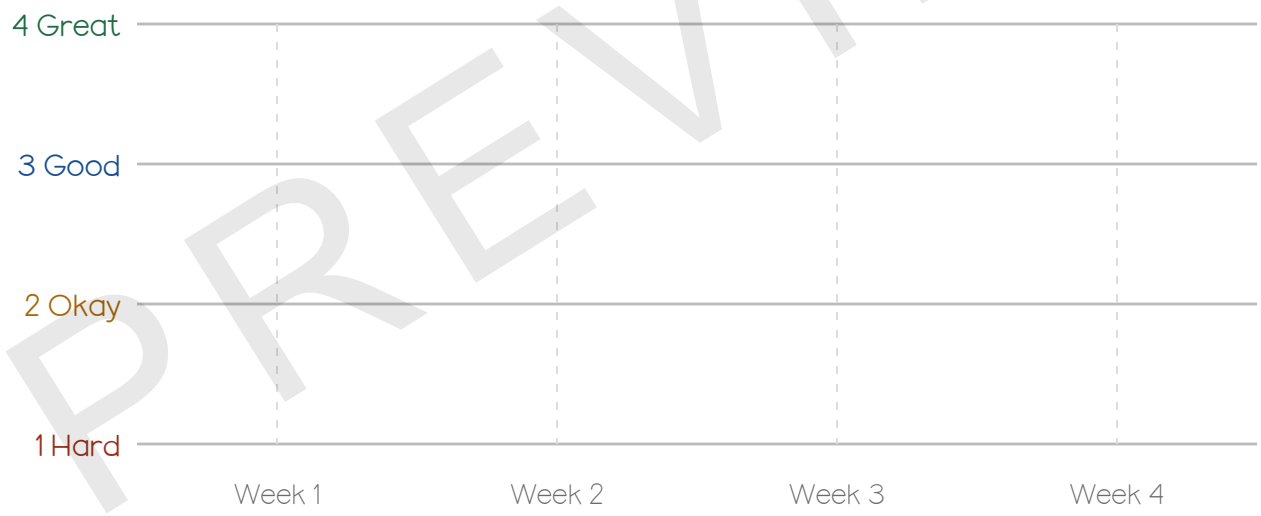
Use the weekly averages from page 10. Plot one mark for each target in each week.

Name

Starting week

Week	Dates	Target 1 average	Target 2 average	Target 3 average	Notes
Week 1					
Week 2					
Week 3					
Week 4					

Plot the averages



Target 1 is a circle, Target 2 is a square, Target 3 is a triangle. Connect the marks with a line when the chart is done.

What the trend says

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Sent and Reply Log

One line for each report. D is daily, W is weekly, M is meeting, R is reply note.

Name

School year

Date sent	Report (D, W, M, R)	How it went home	Reply back? (Y or N)	Reply date	Note

PREVIEW

Comment Starters

Each starter ends in a blank. Fill it with what you saw, a number from this file, or a time. Say what happened and leave out guesses about why.

Start of the day

____ started work within ____ minutes.

At ____, ____ used a quiet voice in ____.

____ raised a hand before talking ____ times.

Through the day

During ____, ____ stayed with the task for about ____ minutes.

When ____ happened, ____ chose to ____.

____ asked for a break by saying ____.

End of the day

Today's best moment was ____.

Tomorrow we will practice ____ during ____.

We will keep the same three targets for ____ more days.

With the family

Thank you for ____. Please ____ at home.

Your note about ____ helped us ____.

Describe, do not label

Use what you saw: "stayed in seat for 5 minutes", not "was good" or "was bad".

PREVIEW

A Filled-In Day (Invented)

Avery and Ms. Lee are invented. This is one day on page 9, typed in.

Name

Avery (invented)

Target 1

Starts work within 3 minutes

Target 2

Uses a quiet voice in line

Target 3

Raises a hand before talking

Period	Class or activity	Target 1	Target 2	Target 3	Note
1	Reading	4	3	4	Started on the first try.
2	Math	3	4	3	One reminder to start page 2.
3	Writing	4	3	3	Waited for a turn to share.
4	Lunch	3	3	2	Called out once, then raised a hand.
5	Science	4	4	3	Stayed with the lab task.
6	Specials	3	3	3	Quiet in line to the art room.
Average, one decimal		3.5	3.3	3.0	Six numbers, divided by six
Day rating, halves up		4	3	3	Goes on the daily report

Add it up

- Target 1: 4 + 3 + 4 + 3 + 4 + 3 = 21. 21 divided by 6 is 3.5, which rounds up to 4.
- Target 2: 3 + 4 + 3 + 3 + 4 + 3 = 20. 20 divided by 6 is 3.3, which rounds to 3.
- Target 3: 4 + 3 + 3 + 2 + 3 + 3 = 18. 18 divided by 6 is 3.0, which is 3.

Where the day ratings go

The day ratings 4, 3 and 3 go on the daily report on page 18.

Tomorrow's note

PREVIEW

A Filled-In Daily Report (Invented)

Avery and Ms. Lee are invented. The ratings match the day on page 17.

Name

Avery (invented)

Date

Tuesday

Teacher

Ms. Lee (invented)

4 Great · 3 Good · 2 Okay · 1 Hard

Target 1

Starts work within 3 minutes

4 Great · 3 Good · 2 Okay · 1 Hard

Rating: **4**

Target 2

Uses a quiet voice in line

4 Great · 3 Good · 2 Okay · 1 Hard

Rating: **3**

Target 3

Raises a hand before talking

4 Great · 3 Good · 2 Okay · 1 Hard

Rating: **3**

Teacher comment

Avery started reading on the first try and used a quiet voice in line. Math needed one reminder to start page 2. Raising a hand before talking was the goal for lunch, and it was hard today.

Sent home on

Tuesday, after school

Date sent back

Parent reply (optional)

Thank you. Avery was proud to show the reading page at dinner.

Parent or guardian signature

PREVIEW