

Five dated daily note-home slips, not one generic page, plus a shorthand key, a quick version, a family reply slip, a log and a monthly summary. Fillable PDF.

EXAMPLE One Week of Notes, Filled In

An inverted second grade and one week of slips, logged and summarized. Every number on this page is added to the arithmetic can be checked.

One week of slips for Mayo K., invented second grade

Five school days, a slip every day. Three days from the log that is 3+2 = 5 of school days (Monday, Wednesday, Friday) and two used the quick note (Tuesday, Thursday). Counted from the log that is 3+2 = 5 of school days with a slip sent. Two of the five slips asked for and received a reply (Wednesday and Friday), so replies received read 2 of 5, or 40%.

DAY	SLIP USED	SENT VIA	MARK USED	REPLY RECEIVED?
Monday	Full day slip	Folder	NR	No
Tuesday	Quick note	Folder	R1	No
Wednesday	Full day slip	Email	HW ✓	Yes
Thursday	Quick note	Folder	NR	No
Friday	Full day slip	Folder	SIGN	Yes

The same week copied onto the Note-Home Log (page 13)

The log copies each day as it happens. Five rows, five dates, the mark used that day copied straight from the key (page 15). This page the monthly summary is built from – from page 14 is a new number, only a count of rows like these.

DATE	DAY	SENT VIA	MARK USED	REPLY RECEIVED?
3/2	Monday	Folder	NR	No
3/3	Tuesday	Folder	R1	No
3/4	Wednesday	Email	HW ✓	Yes
3/5	Thursday	Folder	NR	No
3/6	Friday	Folder	SIGN	Yes

Five dated slips, a quick version, a reply slip, a log and a summary. Set the shorthand key once on page 5, and every slip in this file uses the same marks.

IF TODAY LOOKS LIKE THIS...	USE THIS PAGE	WHAT IT DOES
You have something specific to say about today	A dated day slip (6–10)	A few lines on how today went, a mark or two, home tonight
Today was steady, nothing new to report	Quick Note Home (11)	One line and a mark, home in under a minute
A family wants to write back	Family Reply Slip (12)	A short slip the family fills in and sends back the same way
You need to track what you've sent and when	Note-Home Log (13)	One row per day sent, every method and mark in one place
You want the month's pattern, not just one day	Monthly Note-Home Summary (14)	How many notes went home, how many replies came back, by week

What's inside, in the order you'd use it

- 1 Setup: write the student's info and set the shorthand key once (page 5).
- 2 A dated day slip for Monday through Friday, one page each, used as the week happens (pages 6–10).
- 3 Quick Note Home when a day is steady and there is little new to say (page 11).
- 4 Family Reply Slip when a family wants to write back instead of just reading (page 12).
- 5 Note-Home Log: one row every time a slip goes home, for the whole month (page 13).
- 6 Monthly Note-Home Summary: copy the month's totals onto one page (page 14).
- 7 Comment starters, binder cover and tabs: finish the write-up and file it (pages 16–17).

What this file is not

Not the family-note page inside the Daily Behavior Tracker Editable or the Smiley Face Behavior Chart Editable — each of those is a wider product built to rate a student 0–4 or by face, block by block, with ONE family-note page included as part of that bigger system. This file has no rating scale, no points, and no behavior trend graph. It is a full weekly note-home system on its own: five dated slips, not one generic page, plus a key, a log, a reply slip and a monthly summary — for the plain job of sending a short note home, independent of any behavior-rating product.

Three habits this file assumes

- ☐ Agree on the shorthand key (page 5) with every adult who writes a slip, before the first day you use this.
- ☐ Send some kind of slip — full or quick — every school day it is used, so the log (page 13) is never missing a row.
- ☐ Log each slip the same day it goes home, so the monthly summary (page 14) is a copy, not a guess.

A full slip for a day with something worth writing down. Use the quick version (page 11) instead on a steady day with nothing new to report.

STUDENT

DATE (MONDAY)

WRITTEN BY

Today in a few words**What went well today****Heads up for home****Mark one or more from the key (page 5)**

- ☐ NR — No reminders needed today
- ☐ R1 — Needed one reminder
- ☐ R2+ — Needed more than one reminder
- ☐ HW — Homework going home tonight
- ☐ HW✓ — Homework returned or turned in
- ☐ FP — Forgot something at home (lunch, coat, a signed form, etc.)
- ☐ SIGN — Needs a parent or guardian signature
- ☐ ABS — Absent today
- ☐ LATE — Arrived late
- ☐ EARLY — Left early

NEEDS A REPLY? (CIRCLE) YES / NO**IF YES, BY (DATE)****Using this slip**

Fill this slip in as Monday ends, not from memory the next morning. Log it on the Note-Home Log (page 13) the same day, and use the Family Reply Slip (page 12) if a reply is expected back. On a day with nothing new to say, use the Quick Note Home (page 11) instead and still log it.

The one slip in this file meant to be filled in by the family, not the teacher, and sent back the same way the note home arrived.

STUDENT

DATE

FROM (FAMILY MEMBER)

A note or question for the teacher

Something to celebrate at home

PLEASE CONTACT ME ABOUT

BEST WAY TO REACH ME (PHONE OR EMAIL)

How this slip travels

The one slip in this file meant to be filled in by the family, not the teacher. Send it home attached to a day slip or the quick note, and it comes back the same way — folder, email, or app — whichever this student usually uses. Log a reply received on the Note-Home Log (page 13) the day it comes back.

Before you send this back

- ☐ Written in plain words, not the shorthand from the key.
- ☐ Names one specific thing, not just “everything is fine.”
- ☐ The best way to reach you is filled in, if a reply back matters.

What happens after this comes back

The teacher logs a reply received on page 13 the day it arrives and answers any question here the same way the note home travels — folder, email, or app. A question that needs a longer conversation gets a phone call or a meeting, not just a line on the next day slip.

Copy the totals from this month's log (page 13) onto one page, so a pattern across the month is visible without re-reading every row.

STUDENT

MONTH

TEACHER

WEEK OF	NOTES SENT	REPLIES RECEIVED	MOST COMMON MARK	NOTES
Week 1				
Week 2				
Week 3				
Week 4				
Month total				

Building this page

Count the rows on this month's log (page 13) for each week: how many slips went home, how many replies came back, and which mark appears most often. Add the four weekly counts for the month-total row.

Two-month comparison (optional)

	THIS MONTH	LAST MONTH	CHANGE
Notes sent			
Replies received			

Reading this page at a glance

- ☐ A month with most days logged and a steady mix of marks is an ordinary month, not a concern by itself.
- ☐ A drop in replies received several months in a row is worth asking about at the next team meeting, not a quick fix on this page alone.
- ☐ The "Notes" column is where a holiday, a break, or a schedule change gets written down, so a quiet week is not misread as a missed one.
- ☐ A month-total row that is noticeably short of the real number of school days usually means a few log rows were never written down — check the log (page 13) before reading the count as the full story.

Keeping this page from term to term

File a finished monthly summary behind the Tracking tab (page 17) before starting a new one. A few months side by side make a pattern visible that one month alone cannot show, and the log itself (page 13) does not need to be kept forever once its month is summarized here.

EXAMPLE

One Week of Notes, Filled In

An invented second grader and one week of slips, logged and summarized. Every number on this page is added so the arithmetic can be checked.

One week of slips for Maya K., invented second grader

Five school days, a slip sent every day. Three days used a full day slip (Monday, Wednesday, Friday) and two used the quick version (Tuesday, Thursday). Counted from the log, that is $3+2 = 5$ of 5 school days with a slip sent. Two of the five slips asked for and received a reply (Wednesday and Friday), so replies received read 2 of 5, or 40%.

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What Week 1 of the monthly summary (page 14) would show for this week

Notes sent: 5. Replies received: 2. Most common mark: NR, used twice (Monday and Thursday). Those three numbers are a direct count of the five log rows above, not a separate guess.

Reading this example

- ☐ A quick note still counts as a slip sent — the log does not treat it as a smaller row.
- ☐ A reply received is logged the day it comes back, even if the family reply slip itself is not shown here.
- ☐ If three or four weeks all show a similar mark most often, that is worth a line in the “Notes” column on page 14, not a conclusion drawn from one week alone.

Maya K. is an invented second grader for this example; no real student’s information is used or shown.