

One student, one week: assignment, due date, turned in, completion code. Fillable PDF.

EXAMPLE Homework Tracker, Filled In						
An inverted fourth grader, one week of homework. Every day, every completion code, and every count is made up but intentionally consistent.						
An inverted fourth grader; one week of homework. All numbers are made up but intentionally consistent (every date, code, and summary count can be checked against the rows). Student name and assignments are examples only.						
SUBJECT	ASSIGNMENT NAME	DATE ASSIGNED	DATE TURNED IN	COMPL.	CODE	NOTES
Math	Times Tables 7's	Mon 10/20	Wed 10/22	Yes	Completed	Got 18/20 correct
Reading	Ch. 3 Comprehension Questions	Tue 10/21	Thu 10/23	Yes	Partial	Finished 3 of 5 questions
Writing	Edit My Personal Narrative	Wed 10/22	Fri 10/24	No	-	Forgot to bring it home
Science	Plant Growth Lab Notes	Mon 10/20	Fri 10/24	Yes	Completed	Good labels, sketches clear
Social Studies	State Map Labels	Tue 10/21	Thu 10/23	Yes	Completed	Asked about Japan location
Spelling	Unit 7 Word List Practice	Mon 10/20	Wed 10/22	Yes	Completed	All 10 words correct
Math	Fraction Word Problems	Wed 10/22	Fri 10/24	Yes	Partial	3 of 5 correct, rebrty Friday
Reading	Nightly Reading Log (20 min)	Thu 10/23	Fri 10/24	No	-	Said read, log not signed
Weekly Summary for Oct 20-24: Total assignments assigned: 8 Turned in: 6 Completion rate: 75% (6 out of 8) Breakdown: 4 marked "Completed," 2 marked "Partial," 2 not turned in (writing forgotten at home, reading log not signed).						
COMPLETION CODE		COUNT		% OF ASSIGNMENTS		

How This Homework Tracking System Works

Three steps: set up the student's information, pick the sheet that fits your week, and track homework completion status by date. Everything here is a plain tracker, not a proficiency judgment or grade scale.

ONE: SET UP THE STUDENT'S INFORMATION (once per student, at enrollment or start of quarter)

- Page 5: Use the Subject and Assignment Type Guide to write in your school's subjects (math, reading, writing, science, social studies, or your own list). Choose a completion-code system: your own words like "completed," "partial," "not started," or your program's own codes.
- Page 6: List the student on the Caseload Homework Roster. Write in how often they receive homework (daily, weekly, by subject), their target completion rate (% of assignments turned in), and when to check again.

TWO: PICK THE TRACKING SHEET THAT FITS YOUR SCHEDULE

- **Weekly detail, one student:** Use page 7 (Individual Weekly Homework Tracker). Copy it per student per week. Write the student's name and the week (e.g., "Oct 20–24").
- **Quick daily check when there's no time:** Use page 8 (Quick Homework Check-In Log). Five days, subject and turned-in status only. No completion-code column.
- **Monthly progress check:** Use page 9 (Monthly Homework Overview). One week per row. Track how many assignments due, how many turned in, and the completion rate (%).
- **Resource room or study-skills setting:** Use page 11 (Resource Room Homework Check). The student brings assignments to the resource period; you track what arrives and what the student completes while with you.

THREE: RECORD HOMEWORK STATUS EACH TIME YOU CHECK

- Write the subject (math, reading, writing, science, social studies, or as you have listed on page 5).
- Write the assignment name (e.g., "Times Table Fluency," "Chapter 3 Questions," "Edit My Draft").
- Write the date assigned (e.g., "Mon Oct 20" or "10/20").
- Write the date due (e.g., "Wed Oct 22" or "10/22").
- Mark "Yes" or "No" for turned in: Did the student submit the assignment?
- Write the completion code (from page 5: your chosen words like "completed," "partial," "not started," or your program's own codes).
- Add a note if something mattered: "asked for help," "two questions wrong," "forgot to bring it," "needed oral response," etc.

FOUR: ROLL UP THE DATA BEFORE A MEETING

- Page 9: Fill in the Monthly Overview once a month. One week per row: how many assignments, how many turned in, completion rate (%), and notes on patterns.
- Page 12: Fill in the Homework Completion Progress Snapshot for a team meeting or progress note. Current week's completion rate, trend over a month (growing, steady, needs support), and what changed since last check.
- Page 10: Send the Home Homework Communication Note home every week or month so families see what's outstanding and how to support completion at home.

What this is not

This is not a gradebook or a grading scale. There are no letter grades, no proficiency judgments ("proficient," "passing," "mastered"), and no scoring rubric. It is one student's homework turn-in and completion tracker, kept by a case manager, resource teacher, or parent. The completion codes and due dates are blank lines for your district's own practices. Example students are invented. Names and numbers are made up.

Caseload Homework Roster

Quick Homework Check-In Log

One row per day, five days. Just the facts: subject, assignment turned in (yes/no), notes. No completion-code detail—fast daily tracking.

Quick daily check-in: subject, assignment, turned in, notes—no completion-code column, just the facts. Use this when there is no time for the detailed weekly sheet: track what came home and what was turned in at school. Fifteen rows cover three five-day weeks at once, so one copy can carry a whole three-week stretch before you need a fresh page; use only the rows a shorter week needs.

DAY/DATE	SUBJECT	ASSIGNMENT NAME	TURNUED IN?	NOTES

A one-page letter home: what assignments are outstanding, what was completed, a question back to parents or guardians, and what support the student might need.

A one-page letter home: what assignments are complete, what is outstanding, the completion rate, and how families can help.

Dear ,

Homework Update for the Week of

This week, was assigned homework assignments. Here's what we've seen:

By Subject (check what applies, or leave blank if not assigned this week):

SUBJECT	TURNED IN?	COMPLETION CODE
Math		
Reading		
Writing		
Science		
Social Studies		

Assignments Completed:

Still Outstanding (Need to Finish):

Completion Rate This Week: % of assignments turned in

How You Can Help at Home:

- Help set up a homework space away from distractions
- Check in:
- If your child gets stuck:
- A good time of day for homework at your house:
- Materials that would help:

What's Working Well:

Plan for Next Week:

Questions or Feedback? Please reply or call by . We're here to help succeed.

Response From Home (optional, send back with your child):

Note from home:

Best way to reach us: ☐ Phone ☐ Email ☐ Agenda book Best time:

Interpreter needed? ☐ Yes ☐ No Language:

A copy of this note is kept: ☐ In the student's binder ☐ Sent home only

Parent/Guardian Signature: Date:

Print, cut, and drop into a three-ring binder: one cover page and four divider tabs (Setup, Tracking, Summary, Home & Reference).

Print, cut, and insert into a three-ring binder to organize all your homework tracking sheets.

One cover page at the front, four divider tabs. Behind each divider, store the pages that belong in that section: Setup pages behind SETUP, copies of the weekly tracker, quick log, and resource-room sheet behind TRACKING, the monthly overview and progress snapshot behind SUMMARY, and the home note, phrase bank, and filled example behind HOME & REFERENCE.

HOMEWORK TRACKER

Student Name: _____

Case Manager / Teacher: _____ School Year: _____

Cut these four tabs and insert them into your binder:

SETUP Pages 5–6	TRACKING Pages 7, 8, 11	SUMMARY Pages 9, 12	HOME & REFERENCE Pages 10, 13, 14
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What Goes Behind Each Tab

- **SETUP (pages 5–6):** Subject and Completion Code Guide, Caseload Homework Roster—fill these in once and keep them at the front.
- **TRACKING (pages 7, 8, 11):** Make copies of the Individual Weekly Tracker, Quick Check-In Log, and Resource Room Check as needed; file completed copies behind this tab in date order.
- **SUMMARY (pages 9, 12):** The Monthly Overview and Progress Snapshot—update at the end of each week or month and keep the most recent on top.
- **HOME & REFERENCE (pages 10, 13, 14):** Copies of the Home Communication Note you have sent, the Phrase Bank for quick reference, and the filled-in Example page as a model.

Binder Setup Checklist

- ☐ Print the cover page and fill in the student's name
- ☐ Print and cut the four divider tabs along the dashed lines
- ☐ Fill in the Setup guide (page 5) and Caseload Roster (page 6) first
- ☐ Print extra copies of the Individual Weekly Tracker, Quick Log, and Resource Room sheet for the term
- ☐ Place one Monthly Overview and one Progress Snapshot behind SUMMARY to start
- ☐ File a copy of each Home Communication Note you send behind HOME & REFERENCE
- ☐ Review and thin out completed weekly sheets at the end of each grading period
- ☐ Note the binder's storage location on the caseload roster (page 6) for substitute staff
- ☐ Hand the binder off with a one-line note when a new case manager takes over this caseload

Keeping it through the year: One binder per student, or one shared binder with a SETUP section per student if your caseload is small. At the end of each grading period, move completed weekly sheets to the student's permanent file and leave only the current month's pages behind TRACKING, so the binder stays easy to flip through at a glance rather than growing heavier every week.