

# READING LOG PARENT SIGNATURE

Weekly, quick and monthly reading logs with a parent signature column, a class roster, and a filled example. Fillable PDF.

## LOG Weekly Home Reading Log, Detailed

The book, the minutes, the genre and a parent initial or signature. Sunday through Saturday. Print it again every week, not a script.

STUDENT WEEK OF WEEKLY MINUTES GOAL

Genre codes: F Fiction NF Nonfiction PB Picture book O Other (write it)

| DAY | BOOK TITLE | MINUTES | GENRE | PARENT INITIAL / SIGNATURE | COMMENTS |
|-----|------------|---------|-------|----------------------------|----------|
| Sun |            |         |       |                            |          |
| Mon |            |         |       |                            |          |
| Tue |            |         |       |                            |          |
| Wed |            |         |       |                            |          |
| Thu |            |         |       |                            |          |
| Fri |            |         |       |                            |          |
| Sat |            |         |       |                            |          |

### What goes in the comments column

A word or two is enough: how the book was chosen, whether it was a struggle or easy, or a question the student asked. The comment starters (page 12).

### Weekly total minutes, and whether the goal above was met

## LOG Monthly Reading Log Overview

Five weeks on one page, minutes by day, a weekly total, and a parent signature once a week instead of every night.

STUDENT MONTH WEEKLY MINUTES GOAL

| WEEK OF | SUN | MON | TUE | WED | THU | FRI | SAT | WEEKLY TOTAL | PARENT SIGNATURE |
|---------|-----|-----|-----|-----|-----|-----|-----|--------------|------------------|
|         |     |     |     |     |     |     |     |              |                  |
|         |     |     |     |     |     |     |     |              |                  |
|         |     |     |     |     |     |     |     |              |                  |
|         |     |     |     |     |     |     |     |              |                  |

### One signature a week, not one a night

Write the minutes in each day's cell through the week and send the whole page home once Friday or Monday, for a single signature. This page and the weekly logs (pages 7, 8) measure the same thing; use whichever one the family will actually fill in, and do not run two logs for the same week.

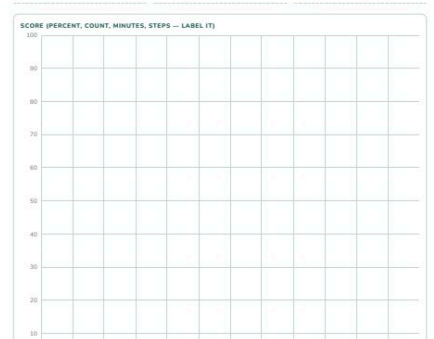
### A month at a glance, by the numbers

Add the five weekly totals for a month total, then divide by the number of weeks for an average week. Both numbers belong on the roll-up (page 11) or the roster (pages 7, 8). A week left blank is a week with no log, not a week of zero minutes; write "no log returned" rather than leaving the row empty.

## SUMMARY Reading Minutes Roll-Up and Graph

Copy each week's total minutes from page 7, 8 or 9 and plot one point a week. A goal line drawn first makes three weeks above or below it easy to see.

STUDENT WEEKLY MINUTES GOAL WEEKS SHOWN (E.G. 1 TO 12)



## COMMENTS Comment Starters for the Reading Log

A sentence that fits beats a blank comments column. Pick one, finish the blank, and move on — these are starting points, not a script.

Observable-language starters for the comments column, grouped by what the night looked like. Finish the blank with a number, a word, or a title; none of these are a finished judgment about the student, and a single word ("yes," a title, a minute count) is enough most nights. Keep a sentence in the words an outside reader would understand without being there.

### When reading went well

- ☐ Read for \_\_\_ minutes without being asked.
- ☐ Chose a book about \_\_\_ and stuck with it to the end.
- ☐ Asked to keep reading past the stop time.
- ☐ Reread a favorite page out loud.
- ☐ Read to a younger sibling or a pet.

### When reading was a struggle tonight

- ☐ Needed a reminder to start reading.
- ☐ Read for \_\_\_ minutes, then stopped and did not go back.
- ☐ Said the book was too hard or too easy; tried \_\_\_ instead.
- ☐ Read with a break after about \_\_\_ minutes.
- ☐ Asked for the book to be read aloud instead.

### About the book or the topic

- ☐ Picked a book about \_\_\_ without being asked.
- ☐ Asked a question about \_\_\_ while reading.
- ☐ Wanted the next book in the \_\_\_ series.
- ☐ Talked about \_\_\_ from the book after closing it.
- ☐ Looked at the pictures before reading the words.

### About the minutes and the pace

- ☐ Read in two short sessions instead of one long one.
- ☐ Met the weekly goal of \_\_\_ minutes on \_\_\_ of 7 nights.
- ☐ Read about \_\_\_ minutes more than last week.
- ☐ Read the same amount of time as every night this week.

### About where and how the reading happened

- ☐ Read at \_\_\_ (bedtime, the car, the kitchen table, write it in).
- ☐ Read alone this time, without a reminder.

### Questions worth asking before writing a comment

- ☐ Did the student pick the book, or was it chosen for them?

## ORGANIZER Reading Log Binder Cover and Tabs

Print on cardstock for a cover, a spine insert, and five divider tabs that sort this file the way a case manager's binder already works.

Binder cover and spine insert

STUDENT / CLASS NAME SCHOOL YEAR

Print this page, trim it to fit your binder's cover sleeve and spine sleeve, and slide each piece in.

Home Reading Log

Weekly / Monthly / Parent Signature

Five divider tabs

Print on cardstock and trim along each tab's border, then tuck it behind the matching section: the weekly logs, the monthly log, the roster, the comment starters, and the filled example.

WEEKLY MONTHLY ROSTER COMMENTS EXAMPLE

### What is behind each tab

| TAB      | PAGES BEHIND IT | WHAT IS THERE                                        |
|----------|-----------------|------------------------------------------------------|
| Weekly   | Pages 7-8       | The detailed and quick weekly reading logs.          |
| Monthly  | Page 9          | The monthly reading log overview.                    |
| Roster   | Pages 5-6       | The reading profile and the class roster.            |
| Comments | Pages 11-13     | The roll-up graph, comment starters and family note. |
| Example  | Page 15         | The filled-in example, for anyone new to the file.   |

### Setting it up, once

- Print this page on cardstock, one copy.
- Trim the cover and the spine insert and slide them into your binder's cover sleeve.
- Trim the five tabs and tuck each one behind the section it names, using the key below.
- Print the working pages 5 through 13 on regular paper and file them behind their tab.
- Print a blank weekly or monthly log every Friday so the next week is ready to send home.

## EXAMPLE A Home Reading Log, Filled In

Mays is invented, and so is every entry. Notice the comments column uses a starter from page 12, and every total checks against its own row.

Weekly Home Reading Log, detailed (page 7) — Mays, second grade (invented)

Weekly minutes goal: 100 / Week of: 10/6 / Parent: Dad (J.M.)

| DAY | BOOK TITLE                       | MINUTES | GENRE | PARENT INITIAL / SIGNATURE | COMMENTS                                  |
|-----|----------------------------------|---------|-------|----------------------------|-------------------------------------------|
| Sun | Charlotte's Web, ch. 8           | 15      | F     | DM                         | Quick read before dinner.                 |
| Mon | Charlotte's Web, ch. 3           | 20      | F     | DM                         | Read before bed, no reminders.            |
| Tue | Charlotte's Web, ch. 4           | 15      | F     | DM                         | Short night, soccer practice.             |
| Wed | National Geographic Kids: Sharks | 25      | NF    | DM                         | Picked this one herself.                  |
| Thu | -                                | 0       | -     | -                          | No reading, sick day.                     |
| Fri | Charlotte's Web, ch. 5           | 30      | F     | DM                         | Asked to keep reading past the stop time. |
| Sat | Charlotte's Web, ch. 6-7         | 35      | F     | DM                         | Read two chapters at the library.         |

### Four weeks on the roll-up (page 11)

| WEEK 1 | WEEK 2  | WEEK 3  | WEEK 4 (THIS WEEK) |
|--------|---------|---------|--------------------|
| 95 min | 110 min | 125 min | 140 min            |

### How the numbers check

Sunday through Saturday: 15 + 20 + 15 + 25 + 0 + 30 + 35 = 140 minutes, 40 minutes over the 100-minute weekly goal. The Friday comment uses a starter from the bank on page 12 word for word. Thursday's empty cells carry an dash because nothing was read, not because the family forgot to write it in. Across the four

# How This Reading Log Works

Ten situations, one page each. Start here, then go straight to the page you need.

| SITUATION                                                            | USE                                     | WHERE   |
|----------------------------------------------------------------------|-----------------------------------------|---------|
| Sending a log home for the week, with the book and the minutes       | Weekly Home Reading Log, detailed       | Page 7  |
| A quicker log with just the date, minutes and a parent initial       | Weekly Home Reading Log, quick          | Page 8  |
| Tracking a full month of minutes at a glance                         | Monthly Reading Log Overview            | Page 9  |
| A before or after school program logging reading instead of a parent | Before/After-School Program Reading Log | Page 10 |
| Seeing the whole class or caseload at once                           | Class Reading Log Roster                | Page 6  |
| Turning the logs into something to show at a conference              | Reading Minutes Roll-Up and Graph       | Page 11 |
| Writing a comment in the log and not sure what to say                | Comment Starters                        | Page 12 |
| Sending a note home about reading at home                            | Family Reading Tips and Note Home       | Page 13 |
| Setting up a student's reading interests and weekly goal first       | Student Reading Profile and Goal        | Page 5  |
| Printing a binder cover and tabs for the whole set                   | Reading Log Binder Cover and Tabs       | Page 14 |

## Pick one log and stick with it for the week

Switching between the detailed and quick logs mid-week makes the roll-up (page 11) harder to read. Pick the version that fits the family and print four or five copies at a time so a new week is never a scramble.

## What this file does not do

- ☐ Set a required number of minutes a night; that number is the team's to set, not ours.
- ☐ Measure or report a reading level; it logs minutes and titles, not a score.
- ☐ Replace a classroom reading program; it is the paper that goes home from one.
- ☐ Calculate totals automatically; it is a fillable PDF, typed or handwritten, added by hand.

## Log it the same week, not a month later

A log filled in from memory at the end of the month is a guess, not a record. Send a fresh page home every week (or every month, if the family uses page 9), and copy the total onto the roster (page 6) the day it comes back, not the day before a conference.

## Your district's policy on how reading logs are collected, filed or returned

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# Weekly Home Reading Log, Detailed

The book, the minutes, the genre and a parent initial or signature, Sunday through Saturday. Print it again every week.

STUDENT

WEEK OF

WEEKLY MINUTES GOAL

Genre codes: **F** Fiction **NF** Nonfiction **PB** Picture book **O** Other (write it)

| DAY | BOOK TITLE | MINUTES | GENRE | PARENT INITIAL / SIGNATURE | COMMENTS |
|-----|------------|---------|-------|----------------------------|----------|
| Sun |            |         |       |                            |          |
| Mon |            |         |       |                            |          |
| Tue |            |         |       |                            |          |
| Wed |            |         |       |                            |          |
| Thu |            |         |       |                            |          |
| Fri |            |         |       |                            |          |
| Sat |            |         |       |                            |          |

## What goes in the comments column

A word or two is enough: how the book was chosen, whether it was a struggle or easy, or a question the student asked. The comment starters (page 12) have a sentence for most nights, finished with a word or a number. Use the same row even on a night with no reading; write it in rather than leaving the row blank, so a skipped night is a fact on the page and not a guess later.

## Weekly total minutes, and whether the goal above was met

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# Monthly Reading Log Overview

Five weeks on one page, minutes by day, a weekly total, and a parent signature once a week instead of every night.

STUDENT

MONTH

WEEKLY MINUTES GOAL

| WEEK OF | SUN | MON | TUE | WED | THU | FRI | SAT | WEEKLY TOTAL | PARENT SIGNATURE |
|---------|-----|-----|-----|-----|-----|-----|-----|--------------|------------------|
|         |     |     |     |     |     |     |     |              |                  |
|         |     |     |     |     |     |     |     |              |                  |
|         |     |     |     |     |     |     |     |              |                  |
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Write the minutes in each day's cell through the week and send the whole page home once, Friday or Monday, for a single signature. This page and the weekly logs (pages 7, 8) measure the same thing; use whichever one the family will actually fill in, and do not run two logs for the same week.

## A month at a glance, by the numbers

Add the five weekly totals for a month total, then divide by the number of weeks for an average week. Both numbers belong on the roll-up (page 11) or the roster (page 6). A week left blank is a week with no log, not a week of zero minutes; write "no log returned" rather than leaving the row empty.

## Month total and the weeks below the goal (write it in once the five weeks are filled)

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**SUMMARY**

# Reading Minutes Roll-Up and Graph

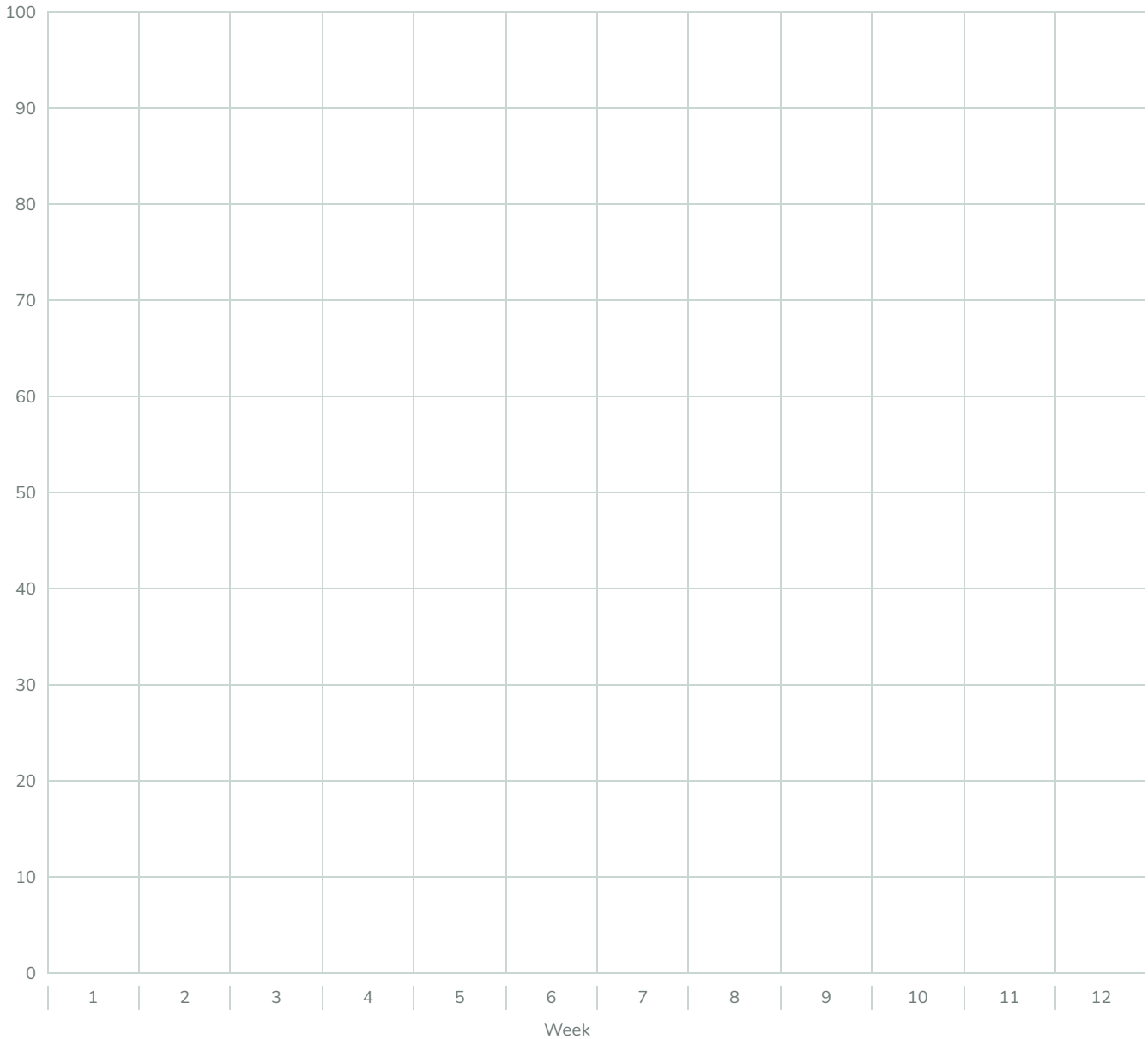
Copy each week's total minutes from page 7, 8 or 9 and plot one point a week. A goal line drawn first makes three weeks above or below it easy to see.

**STUDENT**

**WEEKLY MINUTES GOAL**

**WEEKS SHOWN (E.G. 1 TO 12)**

**SCORE (PERCENT, COUNT, MINUTES, STEPS — LABEL IT)**



| WEEK     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|
| Date     |   |   |   |   |   |   |   |   |   |    |    |    |
| Score    |   |   |   |   |   |   |   |   |   |    |    |    |
| Aim line |   |   |   |   |   |   |   |   |   |    |    |    |

Copy each week's total minutes from the weekly log (page 7 or 8) or a row of the monthly log (page 9); plot one point a week against the goal line.

Print on cardstock for a cover, a spine insert, and five divider tabs that sort this file the way a case manager's binder already works.

## Binder cover and spine insert

STUDENT / CLASS NAME

SCHOOL YEAR

Print this page, trim it to fit your binder's cover sleeve and spine sleeve, and slide each piece in.

## Home Reading Log

Weekly · Monthly · Parent Signature

## Five divider tabs

Print on cardstock and trim along each tab's border, then tuck it behind the matching section: the weekly logs, the monthly log, the roster, the comment starters, and the filled example.

WEEKLY

MONTHLY

ROSTER

COMMENTS

EXAMPLE

## What is behind each tab

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Reprint any tab or the cover on its own if a label gets scuffed; the colors and layout stay the same across a reprint.

## Setting it up, once

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- 3 Trim the five tabs and tuck each one behind the section it names, using the key below.
- 4 Print the working pages (5 through 15) on regular paper and file them behind their tab.
- 5 Print a blank weekly or monthly log every Friday so the next week is ready to send home.
- 6 Add a new student's profile and roster row (pages 5 to 6) before their first log goes home.

## A sturdier binder, with no extra printing

Slide the cover and each tab into a plastic sheet protector or laminate them before trimming. A binder that travels in a backpack between home and school holds up better than one that only ever sits on a shelf, and a laminated tab survives being pulled on by small hands far longer than plain cardstock.

**EXAMPLE**

## A Home Reading Log, Filled In

Maya is invented, and so is every entry. Notice the comments column uses a starter from page 12, and every total checks against its own row.

### Weekly Home Reading Log, detailed (page 7) — Maya, second grade (invented)

Weekly minutes goal: 100 · Week of: 10/6 · Parent: Dad (D.M.)

| DAY | BOOK TITLE                       | MINUTES | GENRE | PARENT INITIAL / SIGNATURE | COMMENTS                                  |
|-----|----------------------------------|---------|-------|----------------------------|-------------------------------------------|
| Sun | Charlotte's Web, ch. 8           | 15      | F     | DM                         | Quick read before dinner.                 |
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| Wed | National Geographic Kids: Sharks | 25      | NF    | DM                         | Picked this one herself.                  |
| Thu | –                                | 0       | –     | –                          | No reading, sick day.                     |
| Fri | Charlotte's Web, ch. 5           | 30      | F     | DM                         | Asked to keep reading past the stop time. |
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### Four weeks on the roll-up (page 11)

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|--------|---------|---------|--------------------|
| 95 min | 110 min | 125 min | 140 min            |

### How the numbers check

Sunday through Saturday:  $15 + 20 + 15 + 25 + 0 + 30 + 35 = 140$  minutes, 40 minutes over the 100-minute weekly goal. The Friday comment uses a starter from the bank on page 12 word for word. Thursday's empty cells carry an en dash because nothing was read, not because the family forgot to write it in. Across the four weeks the total rose from 95 to 140 minutes, up 45.

### What is not on the page

No reading level, no score, and no reason given for the sick day beyond what the comment says. The monthly log (page 9) or the roster (page 6) would carry this same week as one number, not seven.