REPORT CARD TEMPLATE

23 PAGES

EDITABLE

Report Card

Name: Jordan Pike

School year: 2026-27

Subject	Q1	Q2	Q3	Q4
ELA	2	2	3	3
Math	3	3	3	4
Science	2	3	3	3
Social Studies	3	3	4	4
Specials	4	4	4	4

Attendance	Q1	Q2	Q3	Q4
Days in the quarter	44	46	42	45
Days present	43	45	41	43
Days absent	1	1	1	2
Days late	0	1	0	1

Teacher comment

Jordan read aloud with more expression this year and asked good questions about each story. Next year we will practice retelling the main idea in order.

Teacher signature: Ms. Rivera

Date: June 5

Family conference notes

Report Card Template · Example · Filled-In Report Card



Bright Path Sped

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One classroom license

- This file is for one classroom: one teacher and one group of students.
- Please do not share it, post it online, or sell it.
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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line, a box or a table cell, type, and Save As.
- It is a fillable PDF, not a slide deck. Every name, grade and comment line is already a type-in field.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Turn off fit to page and shrink to fit. Every line is black or gray, so the pages photocopy in black and white.

This is a form, not a policy

It holds your grades and notes and nothing else. It is not a state or district report card, and it does not set grading policy. Your school's rules apply. Write them on the blank line on page 3.

Keep a clean blank copy

Save As a new file name before you type, so the blank card stays ready for next quarter and the next student.

Keep student records private

Report cards hold names and records. Keep them in a locked place, and follow your school's own privacy rules.

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PREVIEW

How to Use This Report Card

Five steps, a few print tips, and a sample starter for the comment line.

Five steps

1. Open the PDF in a reader. Click a line or a box and type. Tab moves you to the next box.
2. Type your skill names on the checklists, one skill to a row.
3. Grade each quarter on the 1 to 4 key. Write the number in the box.
4. Write a short comment for each subject, then the teacher comment on the report card.
5. Print on letter paper at 100 percent. Save As, so the blank copy stays clean.

Print tips

- Black and white printer? Every line and box is dark, so the pages still read after a photocopy.
- Use the same key on every report card in the school, so the grades mean the same thing.
- Two or three starters are enough for each comment. Find them on page 17.

Student records stay private

- Every report card has a student's name. Keep it on your desk or in a locked place.
- Follow your school's privacy rules for sharing and storing records.

Starter ideas for a comment

____ is working hard on ____.

Since the last quarter, ____ has improved at ____.

Next quarter we will practice ____.

At home, you can practice ____ by ____.

My own notes

PREVIEW

Report Card

The same report card as page 5, in coral. Use the color that fits your binder or your school. The key is on page 13.

Name _____ School year _____

Subject	Q1	Q2	Q3	Q4
ELA				
Math				
Science				
Social Studies				
Specials				

Attendance	Q1	Q2	Q3	Q4
Days in the quarter				
Days present				
Days absent				
Days late				

Teacher comment

Teacher signature _____ Date _____

PREVIEW

ELA Skill Checklist

One skill to a row. Type the skill, then a grade from 1 to 4 for each quarter, using the key on page 13.

Name _____ School year _____

Skill (type your own)	Q1	Q2	Q3	Q4

PREVIEW

Notes for this subject

_____

_____

_____

Math Skill Checklist

One skill to a row. Type the skill, then a grade from 1 to 4 for each quarter, using the key on page 13.

Name _____ School year _____

Skill (type your own)	Q1	Q2	Q3	Q4

PREVIEW

Notes for this subject

_____

_____

_____

Social Studies Skill Checklist

One skill to a row. Type the skill, then a grade from 1 to 4 for each quarter, using the key on page 13.

Name _____ School year _____

Skill (type your own)	Q1	Q2	Q3	Q4

PREVIEW

Notes for this subject

_____

_____

_____

Grading Key (1 to 4)

Write what each number means at your school. This file does not set the meaning. The same key goes on every report card.

Grade	What this grade means at our school (type or write)
4	
3	
2	
1	

PREVIEW

How to use the key

- Use one key for every subject, every quarter and every student.
- Your school's grading policy decides the wording. Write it on the lines above.
- Keep the key with the report cards, so a family can read it at a conference.

Family questions about the grades

Class Roll-Up

After the report cards, count how many students got each grade in each subject. One card for each quarter.

Class _____ Teacher _____ Students in class _____

Quarter 1

Subject	4	3	2	1
ELA				
Math				
Science				
Social Studies				
Specials				

Quarter 2

Subject	4	3	2	1
ELA				
Math				
Science				
Social Studies				
Specials				

Quarter 3

Subject	4	3	2	1
ELA				
Math				
Science				
Social Studies				
Specials				

Quarter 4

Subject	4	3	2	1
ELA				
Math				
Science				
Social Studies				
Specials				

PREVIEW

Tip

- Count the rows once per quarter. Keep the cards for next year's comparison.

Phrase Bank for Comments

Starters for the comment lines. Each one ends in a blank. Fill it with something you saw this quarter.

Strengths

____ is working hard on ____.

____ shows growing confidence when ____.

____ is a kind partner during ____.

____ answers questions about ____ with care.

____joins in ____ with a partner.

Growth

Since the last quarter, ____ has improved at ____.

____ now uses ____ more often in writing.

____ now finishes ____ without reminders.

____ can now explain ____ in their own words.

Next steps

Next quarter we will practice ____.

A goal for ____ is to ____.

At home

At home, you can practice ____ by ____.

Reading together for ____ minutes a night helps with ____.

Writing tip

- Name one thing done well, then one next step. Two sentences is enough.
- Write what the student did, not what the student is like.

PREVIEW

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Report Card

An invented example: Jordan Pike is a made-up student and every grade and count is made up. The key is on page 13.

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Teacher signature: Ms. Rivera

Date: June 5

Family conference notes

PREVIEW

Teacher prep: print on cardstock. The wide panel slides into the front cover pocket, the tall strip into the spine pocket of a binder.

REPORT CARDS

Quarters 1 to 4



Teacher

Class

School year

PREVIEW

REPORT CARDS