

School Daily Report Form

Date: _____

Teacher's Name: _____

Class/Grade: _____

Student Name: _____

Attendance:

Present Absent Late

Academic Performance:

1. Subjects Covered: _____

2. Homework Assigned: _____

3. Tests/Quizzes Conducted: _____

Behavioral Notes:

• Positive Behavior: _____

• Areas of Improvement: _____

Parent Communication:

Email Sent

Phone Call

Meeting Scheduled

Activity Table:

Subject	Activities Completed	Teacher's Comments	Homework Assigned

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Remarks/Signatures:

Teacher's Signature: _____

Parent/Guardian Signature: _____