

30 Days Till Summer Report-Writing Checklist

Set-Up

- Prepare Your Workspace
- Communicate with Colleagues
- Reflect on Student Growth
- Read a Report from the Teacher Ahead of You
- Read Last Year's Reports
- Decide About Report Verses

Content Prep

- Download Keyword Document
- Write Overview
- Strengths and Strivings
- Prepare Anecdotes
- Fill In Keyword Document
- Set Up Template

Writing

- Determine Schedule
- Take Breaks
- Connect with Students
- Note Challenging Reports for Later Review
- Use "Save As" and "Find and Replace"
- Use Report Language Document
- Keep a Rhythm
- Have a Spoonful of Sugar
- Work Early and Enjoy the Sun
- Avoid Future Prep Distraction

Finishing

- Go Back to the Tricky Reports
- Read All of Them
- Print and Collate
- Skim Through Packages
- Insert Bonus Material
- Address, Stuff and Stamp
- Take to the Post Office