

Report Writing Starters & Closers

High-utility sentence stems and professional closers for efficient, effective report card writing.

ASSESSMENT

CONTENTS

1. Academic Performance Starters
2. Social-Emotional Starters
3. Subject-Specific Frameworks
4. Professional Closers
5. Transition & Connection Phrases
6. Constructive Feedback Starters

Academic Performance Starters

Meeting Expectations

Solid Performance

- "[Student] demonstrates a solid understanding of..."
- "Consistently applies [skill] across various contexts..."
- "Shows reliable progress in [subject area]..."
- "Effectively uses strategies taught for..."
- "Maintains steady growth in..."

Active Participation

- "Actively engages in [activity type] and..."
- "Contributes thoughtfully to class discussions about..."
- "Shows enthusiasm for learning when..."

- "Participates willingly in group activities involving..."
- "Demonstrates curiosity by asking questions about..."

Exceeding Expectations

Advanced Understanding

- "Demonstrates exceptional grasp of complex concepts in..."
- "Consistently applies higher-order thinking skills to..."
- "Shows sophisticated understanding by..."
- "Independently extends learning beyond grade-level expectations in..."
- "Demonstrates mastery of [skill] and applies it to new situations..."

Leadership Qualities

- "Takes initiative in [context] by..."
- "Naturally emerges as a leader when..."
- "Supports classmates' learning through..."
- "Shows responsibility by consistently..."
- "Demonstrates independence in..."

Working Toward Expectations

Developing Skills

- "Is developing confidence in [skill area] and..."
- "Shows improvement in [area] with continued practice..."
- "Benefits from guided practice when..."
- "Makes steady progress toward [goal] with support..."
- "Is building foundational skills in..."

Support Needs

- "Performs best in [context] and would benefit from..."
- "Shows understanding when provided with [accommodation]..."
- "Responds positively to [strategy] and..."
- "Demonstrates potential in [area] with additional practice in..."
- "Benefits from explicit instruction in..."

Social-Emotional Starters

Interpersonal Skills

Positive Interactions

- "Builds positive relationships with peers by..."
- "Shows kindness and empathy when..."
- "Collaborates effectively in group settings..."
- "Demonstrates respect for others through..."
- "Creates an inclusive environment by..."

Communication Skills

- "Expresses ideas clearly and respectfully when..."
- "Listens actively to others and..."
- "Shares thoughts confidently during..."
- "Shows respect for different viewpoints by..."
- "Communicates needs appropriately through..."

Personal Development

Self-Regulation

- "Manages emotions effectively by..."
- "Shows increasing self-control when..."
- "Demonstrates resilience by..."
- "Takes responsibility for actions and..."
- "Shows maturity in handling..."

Work Habits

- "Approaches tasks with [positive quality] and..."
- "Demonstrates persistence when faced with..."
- "Shows organizational skills by..."
- "Takes pride in work quality and..."
- "Manages time effectively during..."

Subject-Specific Frameworks

Reading & Language Arts

Comprehension

- "Demonstrates strong comprehension skills by identifying..."

- "Makes meaningful connections between texts and..."
- "Uses context clues effectively to..."
- "Shows growth in inferential thinking when..."
- "Engages with various text types and..."

Writing Development

- "Expresses ideas clearly in written form through..."
- "Shows improvement in [writing element] by..."
- "Uses grade-level vocabulary effectively when..."
- "Demonstrates understanding of writing process by..."
- "Incorporates feedback successfully to..."

Mathematics

Problem-Solving

- "Approaches mathematical problems systematically by..."
- "Demonstrates number sense through..."
- "Uses multiple strategies to solve..."
- "Shows computational fluency in..."
- "Explains mathematical thinking clearly when..."

Mathematical Practices

- "Perseveres through challenging problems and..."
- "Makes connections between mathematical concepts by..."
- "Uses mathematical vocabulary accurately to..."
- "Represents mathematical ideas through..."
- "Shows precision in calculations and..."

Science

Scientific Thinking

- "Demonstrates scientific inquiry skills by..."
- "Makes careful observations and..."
- "Forms logical hypotheses about..."
- "Uses scientific vocabulary accurately when..."
- "Shows curiosity about natural phenomena through..."

Investigation Skills

- "Conducts experiments systematically and..."
- "Records data accurately during..."
- "Draws reasonable conclusions from..."
- "Applies scientific concepts to..."
- "Shows understanding of [concept] by..."

Professional Closers

Growth & Future Focus

Encouraging Progress

- "With continued practice, [Student] will build confidence in..."
- "I look forward to seeing [Student]'s continued growth in..."
- "[Student]'s positive attitude will serve them well as they..."
- "Building on current strengths, [Student] is ready to..."
- "The foundation [Student] has built this year prepares them for..."

Collaborative Partnership

- "I appreciate your support in helping [Student] develop..."
- "Please continue to encourage [Student]'s efforts in..."
- "Working together, we can help [Student] achieve..."
- "Thank you for reinforcing at home the skills we practice at school..."
- "I welcome the opportunity to discuss [Student]'s progress further..."

Celebrating Strengths

Individual Recognition

- "[Student]'s [positive quality] is a gift to our classroom community."
- "It has been a joy to watch [Student] grow in confidence this year."
- "[Student]'s curiosity and enthusiasm make learning engaging for everyone."
- "I am impressed by [Student]'s commitment to improvement."
- "[Student]'s unique perspective enriches our classroom discussions."

Character Recognition

- "[Student] demonstrates integrity and responsibility daily."
- "The kindness [Student] shows to others reflects strong character."
- "[Student]'s perseverance in facing challenges is admirable."

- "I appreciate [Student]'s positive contributions to our learning community."
- "[Student]'s respectful nature makes them a pleasure to teach."

Transition & Connection Phrases

Linking Ideas

- "Additionally, [Student]..."
- "In contrast to [area], [Student] shows..."
- "Building on this foundation, [Student]..."
- "Similarly, in [subject area], [Student]..."
- "This strength also transfers to..."

Providing Context

- "When given appropriate supports, [Student]..."
- "In structured environments, [Student]..."
- "During independent work time, [Student]..."
- "Through collaborative activities, [Student]..."
- "With consistent practice, [Student]..."

Explaining Growth

- "Over the course of this term, [Student] has..."
- "Since the beginning of the year, [Student] shows..."
- "Recent observations indicate that [Student]..."
- "Current evidence suggests [Student] is..."
- "Moving forward, [Student] would benefit from..."

Constructive Feedback Starters

Areas for Growth (Positive Frame)

Academic Development

- "To further strengthen skills in [area], [Student] would benefit from..."
- "[Student] is ready to take the next step in [subject] by..."
- "Continued focus on [skill] will help [Student]..."
- "Additional practice in [area] will build [Student]'s confidence..."

- "With support in [area], [Student] will be able to..."

Behavioral Goals

- "[Student] is learning to manage [behavior] more effectively and..."
- "We are working together to help [Student] develop..."
- "[Student] shows awareness of the need to improve..."
- "With continued guidance, [Student] will strengthen..."
- "[Student] responds well to reminders about..."

Parent Partnership

Home Support Suggestions

- "At home, you can support [Student]'s learning by..."
- "Encouraging [Student] to practice [skill] through..."
- "Reading together about [topic] would strengthen..."
- "Discussing [Student]'s school experiences helps..."
- "Celebrating small improvements in [area] will..."

Communication Appreciation

- "Thank you for maintaining open communication about..."
- "I appreciate your partnership in supporting [Student]'s..."
- "Your insights about [Student] help me provide..."
- "Working together, we have helped [Student]..."
- "I value your collaboration in..."

Time-Saving Tip: Create a personal bank of your most-used starters and closers. Copy and paste, then customize with specific details for each student.