**Student report format**

The following sample layout is intended as a guide and is not a prescribed student report format. Schools may determine the format of student reporting in partnership with students, parents, carers and the school community.

## COVER PAGE

A cover page can be used to display the following information:

* school name
* school logo
* student name
* student photo
* student class name
* title of document and date e.g. *Student Report Semester 1 2019*
* teacher name (generalist or homeroom) and signature
* member of principal class name and signature

## INSIDE COVER PAGE

A page may be used to explain the format of reports to parents/carers including:

* the purpose of the report
* contents of the report
* definitions of achievement and progress
* how to read the ratings and scales
* how to interpret any tables
* the importance of parent/carer-student-teacher conferences to discuss the report

## INITIAL PAGE

Schools may want to include a page with student personal information including:

* personal comment from the student’s main teacher or homeroom teacher; this may relate to capabilities, work habits, behaviours, effort and extra-curricular activities and is evidence-based rather than subjective
* personal and social capability (or all capabilities) rating and comments on student achievement and growth
* attendance information and data including days absent and days late

## SUBJECT PAGES

The subject pages provide an opportunity for teachers to report their judgements made based on quality evidence of what each student achieved against the achievement standards, this may include:

* curriculum area overview
* level of achievement and progress displayed along a continuum
* teacher comments on student achievement and progress
* areas of strength and areas of improvement
* ways to help the student continue to learn and develop
* ways for parents to assist their child’s learning
* age-related rating for English, mathematics and science
* five-point scale rating the quality of achievement and progress

## PARENT/CARER COMMENT

Schools have the option of having a separate page inviting parent feedback or comments on their child’s report.

## STUDENT COMMENT

Schools have the option of having a separate page to provide an opportunity for students to comment on their achievements, progress, school highlights and learning goals.

For more information, please visit: [Student reporting advice](https://www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/reportsparents.aspx)