Mrs. P Creations
TEACHER TOOLS

Written from Growing Success, not from a template.

The report card comment formula

One structure covers both comments you have to write — **the learning skills comment** and **the subject comment**. Growing Success asks for the same three things in each.

FIRST · THE EVIDENCE A comment is only as good as what it's built on. The ministry names three sources, and it wants all three.

Observations
What you watched them do. The work period, the group task, the moment they got unstuck.

Conversations
What they told you. Conferences, check-ins, "walk me through your thinking."

Student products
What they handed in. Tasks, projects, tests — evidence that outlives the moment.

THEN · THE COMMENT Three parts, in this order, in language a parent reads once and understands.

1 What they learned — not what you covered
Describe in overall terms what the student knows and can do. Name the behaviour, not the trait.

2 Their significant strengths
Significant, not every strength. Pick what a parent would want if they read one line only — and be specific enough that it could only be this student.

3 Next steps for improvement
A plan, not a verdict. Say how the learning can be supported at home; Growing Success asks for that directly.

A LEARNING SKILLS COMMENT

Isabel keeps her materials organized between subjects and begins each work period without reminders. She takes real responsibility for her own time and follows a plan to the end. *Next term we are working on carrying that independence into multi-step tasks — at home, encouraging Isabel to create a step-by-step checklist for longer assignments will support independent planning.*

A SUBJECT COMMENT

Isabel counts to 50 and knows what each number is worth, and she can show the same number in more than one way. She is strongest explaining which of two amounts is bigger and why. *Next steps are breaking numbers apart more than one way — counting household items in tens will support this at home.*

— What they learned — Significant strengths — *Next steps, with support at home*

The six learning skills and work habits

- Responsibility
- Organization
- Independent work
- Collaboration
- Initiative
- Self-regulation

Reported as E, G, S or N. This section sits ahead of the subject sections on the report card, and it is usually the homeroom teacher who writes it.

Read the draft through three lenses

Parent lens. Can a parent clearly picture their child in this description, and do they have an actionable next step for home?

Student lens. Does this highlight specific learning habits and growth, or does it judge personality traits?

Admin lens. Is this comment grounded in solid evidence from observations, conversations and student products?

The formula only works if you kept the evidence. One line a week per student — what you noticed, what they said, what they handed in — is the difference between report season starting with a record and starting with a blank box.

If you'd rather not start from blank, the Report Card Comment Builder inside The Modern Teacher holds 62,363 comments written in this shape, sorted by grade, subject, strand and learning skill. You still edit every one.

BUILT FOR THE MODERN TEACHER.

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