



Anecdotal & Assessment Data Tracker

Capture the evidence teachers need for IEPs, conferences, and progress reports.

HOW TO USE

1. Anecdotal Log

Record quick notes the day they happen: who, what, the strength and the concern, and the action you will take.
Flag any entry where parents should be involved.
2. Assessment

Track a benchmark or assessment per student. Log the Pre score, Post score, and Target; the % change and Met Goal status are calculated for you.
3. Parent Contacts

Log every family touchpoint - type, reason, and outcome. Date the follow-up so nothing falls through the cracks.
4. Dashboard

Totals, subject breakdowns, and goal status update automatically from the other sheets.

SMART TIPS

- Write on the day

Five minutes a day beats one hour on Friday. Keep entries short: strength, concern, action.
- Be specific

Write what you SAW, not judgments. 'Read fluently in pairs' beats 'good reader'.
- Include the next step

Every entry should end with an action or a follow-up date so it drives the next conversation.

COLOUR LEGEND

- Red

Met Goal = No / parent contact flagged - needs attention now
- Yellow

In progress - keep monitoring
- Green

Met Goal = Yes - celebrate and set the next target



#	Student	Benchmark	Pre	Post	Target	% Change	Met Goal
1							
2							
3							
4							
5							
6							
7							
8							
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25							
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27							
28							
29							
30							
31							
32							

[illegible]



Contact Reasons

Reason	Count
Academic	0
Behavior	0
SEL	0
Attendance	0
Health	0
Other	0

Entries

Contact reasons

- Reason
- Academic
- Behavior
- SEL
- Attendance
- Health