

Check-In Check-Out Forms



Everything you
need to launch
CICO with
confidence

Four overlapping 'Check-In Check-Out' forms are displayed. The first form on the left is the 'Emotion Chart', featuring a 'Morning Check-In' section with four emoji options (happy, silly, hungry, grumpy) and an 'End-of-Day Check-Out' section. The second form is the 'Basic Reflection Tracker', which includes a 'Morning Check-In' section with a grid for tracking feelings and a 'Midday Check-In' section. The third form is the 'Full-Day Self-Monitoring' form, featuring a 'Morning Check-In' section with a grid for tracking feelings and an 'End-of-Day Check-Out' section. The fourth form is the 'Focus & Reflection Tracker', which includes a 'Morning Check-In' section with a grid for tracking feelings and an 'End-of-Day Check-Out' section. Each form has a 'Name:' and 'Date:' field at the top.

Build Connection,
Reflection, and Routine

Includes 4 CICO Forms + Emotion
Chart + Data Tracker

SCROLL
to take a look inside!

TEACHERS NEED SIMPLE, EFFECTIVE TOOLS TO:

- Build positive routines that students can count on
- Encourage self-reflection & emotional awareness
- Keep communication clear and consistent
- Efficiently track student progress

The image displays four overlapping student check-in and check-out sheets. The sheets are designed for daily use and include sections for morning, midday, and end-of-day reflections. The sheets are titled 'Check-In Check-Out Sheet - Focus & Reflection Tracker' and 'Check-In Check-Out Sheet - Focus & Reflection Tracker'. The sheets are designed for daily use and include sections for morning, midday, and end-of-day reflections. The sheets are designed for daily use and include sections for morning, midday, and end-of-day reflections. The sheets are designed for daily use and include sections for morning, midday, and end-of-day reflections.

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4 printable Check-In
Check-Out forms



Teacher guide with tips
and setup info



Quick-start form
comparison guide



Emoji Feelings Key for
emotion support



Single-student progress
tracker (editable)

What's Included



Designed for Real Classrooms



Use with any grade or behavior plan



Choose a format that fits your students' needs



Includes emotion chart to support all learners



Editable tracker for monitoring progress



Easily fits into routines or SEL time

Built-In Support Tools

✓ Includes emotion chart to support all learners

✓ Editable data tracker for progress monitoring



Single-Student Tracker

Use this single-student tracker to monitor daily check-in data, goal focus, and end-of-day reflections over time for progress monitoring, behavior planning, or IEP documentation.

Student Name: _____

Date	Morning Emotion	Goal Chosen	End-of-Day Rating	Reflection/Notes

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Early Learners & Basic Reflection

Emoji-based daily check-in

Draw or write to reflect

3 check-ins for extra support

Name: _____ Date: _____

Check-In Check-Out Sheet- Emoji Behavior Tracker

 **Morning Check-In**
This morning I'm feeling:

 happy  silly  hungry  grumpy  sad  tired  worried

Today I want to work on *(circle one)*:

 Following Directions •  Being Kind •  Trying Hard •  Focusing • Other *(explain)* _____

 **End-of-Day Check-Out**
How did I do on my goal overall?
Circle one:  Great  OK  Needs Work

I did a great job at *(circle one)*:

 Following Directions •  Being Kind •  Trying Hard •  Focusing

The best part of my day was *(write or draw)*:

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Name: _____ Date: _____

Check-In Check-Out Sheet- Basic Reflection Tracker

 **Morning Check-In**
This morning I'm feeling:   

One thing that went well yesterday:	
One area I want to work on today: <i>(circle one)</i>	Respect – Responsibility – Focus – Kindness – Self-Control
My specific goal for today:	

 **Midday Check-In**
How am I doing on my goal so far?
Circle one:  Great  OK  Needs Work

What's one thing that's helping me stay on track?

 **End-of-Day Check-Out**
Right now I'm feeling:   

How did I do on my goal overall?
Circle one:  Great  OK  Needs Work

Something I did well today:	
Something I will work on for tomorrow:	
Encouraging note from my teacher or mentor:	

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Self-Monitoring & Focus Tracker

Emotional insight
+ goal focus

Support daily
reflection

Goal-focused
self-monitoring

Ideal for strategy
coaching &
feedback

Name: _____ Date: _____

Check-In Check-Out Sheet- Full-Day Self-Monitoring Tracker

Morning Check-In

This morning I'm feeling: 😊 😐 😞

One thing that went well yesterday:	
One area I want to work on today: (circle one)	Respect – Responsibility – Focus – Kindness – Self-Control
My specific goal for today:	

End-of-Day Check-Out

Right now I'm feeling: 😊 😐 😞

How did I do on my goal overall?
Circle one:
😊 Great 😐 OK 😞 Needs Work

Something I did well today:	
Something I will work on for tomorrow:	
Encouraging note from my teacher or mentor:	

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Name: _____ Date: _____

Check-In Check-Out Sheet- Focus & Reflection Tracker

Morning Check-In

One thing that went well yesterday:	
One area I want to work on today: (circle one)	Respect – Responsibility – Focus – Kindness – Self-Control
My specific goal for today:	

End-of-Day Check-Out

How did I do on my goal overall?
Circle one:
😊 Great 😐 OK 😞 Needs Work

✔ What helped me stay focused today?	
💡 What can I do better tomorrow?	

Encouraging note from my teacher or mentor:

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Print + Digital Tracking Option

Perfect for documenting growth, tracking IEP goals, or monitoring behavior over time.

Single-Student Tracker

Use this single-student tracker to monitor daily check-in data, goal focus, and end-of-day reflections over time for progress monitoring, behavior planning, or IEP documentation.

Student Name: _____

Date	Morning Emotion	Goal Chosen	End-of-Day Rating	Reflection/Notes

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Print
Version

Single-Student Tracker

Use this single-student tracker to monitor daily check-in data, goal focus, and end-of-day reflections over time for progress monitoring, behavior planning, or IEP documentation.

Student Name: Sample Student

Date	Morning Emotion	Goal Chosen	End-of-Day Rating	Reflection/Notes
3/25	Sad	Focus	Great	Needed redirection early, bounced back after break
3/26	Tired	Responsibility	Needs Work	Motivated with partner task
3/27	Happy	Self-Control	Great	No reminders needed

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Example

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Student Name: _____

Date	Morning Emotion	Goal Chosen	End-of-Day Rating	Reflection/Notes

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Digital Tracking
Version

**Only the progress tracker is digital—everything else is print-based.*

Beyond a Point Sheet: A Better Way to Do Check-In Check-Out

Traditional Point Sheets	This Resource
✗ Focuses only on behavior compliance	✓ Emphasizes emotional awareness + goal setting
✗ No student reflection	✓ Structured reflection prompts for AM + PM
✗ Vague scoring, inconsistent use	✓ Clear, consistent tools to build habits
✗ Often lacks teacher guidance	✓ Includes setup tips + quick-start guide
✗ Rarely tracks growth over time	✓ Editable tracker to monitor progress + IEP goals