

Quick Check

Daily Communication Sheets



FAST, CONSISTENT
PARENT
COMMUNICATION
MADE SIMPLE

Parent-Friendly

Fillable PDF

Three sample communication sheets are shown overlapping each other. The top sheet is 'Form A4 - Values Rating (AM/PM)' and includes sections for 'MORNING' and 'AFTERNOON' with checkboxes for 'Great', 'OK', and 'Needs Work' for various traits like Respectful, Responsibility, Focus, Kindness, and Self-Control. It also has a 'What Went Well Today' section with checkboxes for 'Showed kindness to a classmate', 'Followed directions right away', 'Worked hard and stayed on-task', and 'Other:'. The middle sheet is 'C1 - Behavior: Goals + Interventions' and includes 'Behavior Goals (N/A = not worked on today:)' and 'Behavior Interventions Used Today:' sections. The bottom sheet is 'E1 - Academics + Behavior' and includes 'Academic Goals (N/A = not worked on today:)', 'Academic Interventions Used Today:', and 'Behavior Interventions Used Today:' sections. All sheets have a 'Name' and 'Date' field at the top and a 'Parent Comments/Signature:' field at the bottom.

Behavior + Academics
Goals + Interventions

SCROLL
to take a look inside!

THE PROBLEM TEACHERS FACE

- Parents ask for **more details** than teachers have time to give
- Juggling **multiple students' goals** can be overwhelming
- Daily notes can slip through the cracks — but they're **key to strong family relationships**

The image shows two overlapping forms from The Responsive Educator. The top form is 'Form A4 - Values Rating (AM/PM)' and the bottom form is 'C1 - Behavior: Goals + Interventions'.

Form A4 - Values Rating (AM/PM)

Name: _____ Date: _____

	Great	OK	Needs Work
MORNING			
Respectful			
Responsibility			
Focus			
Kindness			
Self-Control			

What Went Well Today

- ☐ Showed kindness to a classmate
- ☐ Followed directions right away
- ☐ Worked hard and stayed on-task
- ☐ Other: _____

Classes & Services Today

- ☐ Art ☐ PE ☐ OT
- ☐ Music ☐ PT
- ☐ STEM ☐ Speech
- ☐ Media/Library ☐ Counseling
- ☐ Computer Lab ☐ Nurse

Teacher Comments/Reminders:

Tomorrow We Need To Work On:

Parent Comments/Signature:

Form C1 - Behavior: Goals + Interventions

Name: _____ Date: _____

Behavior Goals (N/A = not worked on today):

☐ Great ☐ OK ☐ Needs Work ☐ N/A

☐ Great ☐ OK ☐ Needs Work ☐ N/A

☐ Great ☐ OK ☐ Needs Work ☐ N/A

Classes & Services Today

- ☐ Art ☐ Computer Lab ☐ OT
- ☐ Music ☐ PE ☐ PT
- ☐ STEM ☐ Nurse ☐ Speech
- ☐ Media/Library ☐ Counseling

Behavior Interventions Used Today:

- ☐ visual schedule
- ☐ break
- ☐ timer
- ☐ first/then
- ☐ token board
- ☐ reteach
- ☐ proximity
- ☐ other: _____
- ☐ other: _____
- ☐ other: _____

Teacher Comments/Reminders:

Parent Comments/Signature:

©The Responsive Educator 2025

The Solution: Communication Made Simple

✓ Fast notes without extra work

✓ Consistent parent communication

✓ Easy tracking for multiple students

✓ Save time with fillable PDFs

✓ Clear structure for goals & interventions

✓ Builds strong family relationships



Variety of Sheets & Tracking Options

✓ Checkboxes
for Speed

✓ Glow & Grow
Reflection

✓ Track Specials
& Services

Complete in
~30 Seconds

The image shows three overlapping paper forms. The top form is 'E1 - Academics + Behavior', which includes sections for 'Academic Goals (N/A = not worked on today)', 'Behavior Goals (N/A = not worked on today)', and 'Behavior Interventions Used Today'. The middle form is 'Form A4 - Values Rating (AM/PM)', which includes a table for 'MORNING' and 'AFTERNOON' with columns for 'Great', 'OK', and 'Needs Work', and sections for 'What Went Well Today' and 'Classes & Services Today'. The bottom form is 'Form A1 - Skills Rating (Full Day)', which includes a table for 'Behavior' with columns for 'Great', 'OK', and 'Needs Work', and sections for 'What Went Well Today', 'Classes & Services Today', and 'Tomorrow We Need To Work On'.

The image shows a laptop displaying the digital version of the 'E1 - Academics + Behavior' form. The form is filled with blue highlights, indicating it is a fillable PDF. The sections visible are 'Academic Goals (N/A = not worked on today)', 'Behavior Goals (N/A = not worked on today)', and 'Behavior Interventions Used Today'.

✓ Rate IEP/BIP Goals
(Fillable PDF)

Skills or Values Quick Check

Each is Available in Full Day or AM/PM

SKILLS:

- Followed Directions
- On-Task
- Cooperative
- Participated
- Respectful Language

This is a form titled 'Form A1 - Skills Rating (Full Day)'. It includes fields for 'Name' and 'Date'. The main section is a table with columns for 'Behavior', 'Great', 'OK', and 'Needs Work'. The rows are 'Followed Directions', 'On-Task', and 'Cooperative'. To the right of the table is a section titled 'Classes & Services Today' with checkboxes for Art, Music, STEM, Media/Library, Computer Lab, PE, Nurse, OT, PT, Speech, and Counseling. Below this is a section titled 'Tomorrow We Need To Work On:' with checkboxes for Following Directions, Staying On-Task, Cooperating with Others, Participating in Class, Using Respectful/Appropriate Language, and Other: _____.This is a form titled 'Form B1 - Values Rating (Full Day)'. It includes fields for 'Name' and 'Date'. The main section is a table with columns for 'Behavior', 'Great', 'OK', and 'Needs Work'. The rows are 'Respectful', 'Responsibility', 'Focus', 'Kindness', and 'Self-Control'. To the right of the table is a section titled 'Classes & Services Today' with checkboxes for Art, Music, STEM, Media/Library, Computer Lab, PE, Nurse, OT, PT, Speech, and Counseling. Below this is a section titled 'What Went Well Today:' with checkboxes for Showed kindness to a classmate, Followed directions right away, Worked hard and stayed on-task, and Other: _____. To the right of this is a section titled 'Tomorrow We Need To Work On:' with checkboxes for Following Directions, Staying On-Task, Cooperating with Others, Participating in Class, Using Respectful/Appropriate Language, and Other: _____. At the bottom are sections for 'Teacher Comments/Reminders:' and 'Parent Comments/Signature:'.

Values:

- Respectful
- Responsible
- Focused
- Kind
- Self-Control

Both Include:

- Glow & Grow Reflection
- Specials & Services Today

Behavior Goals & Interventions Quick Check

Write or type in student **behavior** goals

Goal rating:
Great/OK/Needs Work

Specials &
Services Today

Name _____ Date _____ C1 — Behavior: Goals + Interventions

Behavior Goals (N/A = not worked on today):	Behavior Interventions Used Today:
Raise hand before speaking ☐ Great ☐ OK ☐ Needs Work ☐ N/A	☐ visual schedule ☐ break ☐ timer ☐ first/then ☐ token board ☐ reteach ☐ proximity ☐ other: _____ ☐ other: _____ ☐ other: _____
Say please and thank you ☐ Great ☐ OK ☐ Needs Work ☐ N/A	Teacher Comments/Reminders: _____ _____ _____
Hands to self ☐ Great ☐ OK ☐ Needs Work ☐ N/A	Parent Comments/Signature: _____ _____ _____
Classes & Services Today ☐ Art ☐ Music ☐ STEM ☐ Media/Library ☐ Computer Lab ☐ PE ☐ Nurse ☐ OT ☐ PT ☐ Speech ☐ Counseling	

©The Responsive Educator 2025

Behavior Interventions
Used Today

Teacher Comments

Parent Signature

Academic Goals & Interventions Quick Check

Write or type
academic goals

Goal rating:
Great/OK/Needs Work

Specials &
Services Today

Name _____ Date _____ D1 — Academic: Goals + Interventions

Academic Goals (N/A = not worked on today):

Solve two digit addition problems/
☐ Great ☐ OK ☐ Needs Work ☐ N/A

Tell time to the minue
☐ Great ☐ OK ☐ Needs Work ☐ N/A

Read text on a 2.5 grade level and answer comprehension questions with 70% accuracy.
☐ Great ☐ OK ☐ Needs Work ☐ N/A

Classes & Services Today

☐ Art	☐ Computer Lab	☐ OT
☐ Music	☐ PE	☐ PT
☐ STEM	☐ Nurse	☐ Speech
☐ Media/Library	☐ Counseling	

Academic Interventions Used Today:

☐ small group
☐ reteach
☐ graphic organizer
☐ extended time
☐ reduced items
☐ read aloud
☐ scribe
☐ other: _____
☐ other: _____
☐ other: _____

Teacher Comments/Reminders:

Parent Comments/Signature:

©The Responsive Educator 2025

Academic
Interventions Used
Today

Teacher Comments

Parent Signature

Academic + Behavior Goals & Interventions

Write or type
academic goals

Write or type in student
behavior goals

Goal Rating

Goal Rating

Academic
Interventions

Behavior
Interventions

Specials & Services

Parent Signature

Name _____ Date _____ E2 — Academics + Behavior

Academic Goals (N/A = not worked on today): Solve two digit addition problems/ ☐ Great ☐ OK ☐ Needs Work ☐ N/A Tell time to the minute ☐ Great ☐ OK ☐ Needs Work ☐ N/A	Behavior Goals (N/A = not worked on today): Raise hand before speaking ☐ Great ☐ OK ☐ Needs Work ☐ N/A Say please and thank you ☐ Great ☐ OK ☐ Needs Work ☐ N/A
Academic Interventions Used Today: ☐ small group ☐ reteach ☐ reduced items ☐ read aloud ☐ graphic organizer ☐ other: _____ ☐ extended time ☐ other: _____ ☐ guided notes ☐ other: _____	Behavior Interventions Used Today: ☐ visual schedule ☐ reteach ☐ break ☐ proximity ☐ timer ☐ other: _____ ☐ first/then ☐ other: _____ ☐ token board ☐ other: _____
Classes & Services Today ☐ Art ☐ Computer Lab ☐ OT ☐ Music ☐ PE ☐ PT ☐ STEM ☐ Nurse ☐ Speech ☐ Media/Library ☐ Counseling	Parent Comments/Signature: _____ _____ _____ _____

©The Responsive Educator 2025

Why Choose Quick-Check Daily Communication Sheets?

- ★ **Easy to use** — fast checkboxes, no overthinking
- ★ **Adaptable** — academic, behavior, or both
- ★ **Professional** — organized notes that parents appreciate

Fast notes. Clear goals. Stronger family relationships.