

## Report Proforma

This is a sample of our current report proforma for our ESL students.

If you wish to use it please print a copy of this page.

It will take a little time to set up but once you have created the first report for each student it is there until he/she leaves in Year 6. If the student comes in and out of the ESL programme the report is always saved and you just have to update the information, when and if, he/she returns to the ESL programme and you have to write another report.

### How to set up:

- Download and Save our Master Report Proforma to say an ESL file in your shared T drive.
- Click on and delete the CHPS crest and the picture of the old CHPS building and insert your own crest if you want to.
- Highlight and delete Castle Hill Public School and write in your own school name and semester details. Now you have your own master.
- Check that the tick ✓ is loaded (from windings)-get someone to help you or contact me.
- Rename and save a copy of your master to your Shared T drive or USB. We have a copy of our reports and LBOTE class lists under ESL in the school shared drive so all ESL teachers have access.
- Scroll down to the bottom of your master and press enter until you have started a new page. Go back up to the top of report page and highlight it, right click and click on copy and paste it on page 2. To add more reports scroll down to last report, make sure your cursor is at the very top of the new page and hit Ctrl V. Do this until you have enough reports for say Kinder Boys and then Save as Kinder Boys.
- Keep saving this master under say Kindergarten Girls, Year 1 Boys and then Year 1 Girls through to Year 6 or whatever system is appropriate to your school - maybe under the teacher's name. We are lucky that this year, we have 3 ESL teachers who are solely in charge of a grade. Therefore only one teacher is working on each file.
- Then open say Kinder Boys and write in the details for Class, Teacher and Date for the first student only and Copy and Paste for all other students down the list.
- Go back and write in the name of each student next to Student Name.
- Comments Box: For a general comment, written by the ESL teacher type it into the Comment Box for first student and copy and paste to some/all students if you want. This can also be copied and pasted to say anyone in the Kinder Girls' file.
- Then go back and type in individual comments.
- Read the standard comments in ESL1/ESL2/ etc, and choose where your student is placed. Highlight the appropriate sentences in the level. Generally the Oral is more advanced than Reading and Writing. To highlight: go to Borders and Shading and select Shading. Select say 10%/15% and press OK.
- If these comments suit other students just copy and paste down the list.

- If you have selected ESL1 for Reading and Writing insert the tick (✓). Press Ctrl R (or Ctrl ? as you have loaded it) into the chosen cells under ESL Student Achievement in English and use the space bar to position them in the cell. Always start your tick over to the left so you can gradually move it to the right to show improvement. If you have chosen ESL 2 for Oral, insert the tick in the box.
- ALWAYS REMEMBER TO SAVE YOUR REPORTS EVERYTIME YOU WORK ON THEM-ESPECIALLY IF YOU WORK ON THEM AT HOME ON YOUR USB YOU NEED TO SAVE THEM ON YOUR FILE IN SHARED T-DRIVE OR WHEREVER YOU SAVE THEM.
- When you have finished your reports just print them off.
- If you have to change a report and print it off – don't forget to type in the "page number or current page" otherwise you will print the lot.
- Print off reports.
- Download the Report Front Page and modify it for your use. Save it on your Shared T drive with your Report Master. Print off copies for each report OR print say 20 and have them printed in batches of 20, back to back.
- THEN GO TO DET INTRANET: Scroll down to the bottom of the page to Translated Documents and click. Select English and scroll down to the bottom and select ESL Reporting. The translation generally corresponds with the comments on the report in ESL1/ESL2 etc. I have changed them slightly. Choose the language you want, print a copy and include it with the student's report.
- At the end of the year, delete Year 6 Reports and go through all grades, saving them up one year-rename Year 5 to Year 6. Go through renaming all grades.
- You will then have no Kindergarten file. So go to your Master and save blank Kindergarten Boys/ Kindergarten girls ready for next year.
- You only have to set this up ONCE and all reports are there from year to year to be updated at report time.
- You can just move the ticks across by putting the cursor to the left of the tick and pushing the space bar.
- You can read your last comments and write new ones.
- You can adjust your highlighting in ESL1/ESL2 etc.
- If a new student arrives, scroll down to the last report in the appropriate file and add one more report.

Please do not hesitate to get in touch if you need help.

Print off a copy of "Report Comments" to use while you are writing in the Comments' Box. They may be of some help.