



## Attention Deficit Hyperactivity Disorder How to Establish a School-Home Daily Report Card

### 1. What's the Problem Behavior?

- Think about:
  - Does your child get along with other kids?
  - How is he/she doing with schoolwork and grades?
  - Does your child follow rules in class?
  - Does your child get along with adults?
- Talk to your child's teachers about his/her behavior.
- What is the hardest thing(s) for your child?
- What can he/she do better?

### 2. What are the Goals to fix it?

- From the problem behaviors, set goals.
- What do you want your child to improve?

### 3. What are the Steps to reach the Goal?

They must be:

- Meaningful
- Clearly defined
- Observed
- Counted by teacher and child

### 4. Decide on behaviors to put on the Daily Report Card

- How often will your child do those behaviors?
- Ask the teacher for ideas
- Set a reasonable number in a short amount of time.  
*Example:* "Child interrupts less than 2 times in each class period" instead of "Child interrupts less than 12 times a day."

### 5. Get the Daily School Report Card going!

- Parents, child, and teacher meet and agree to do it.
- Explain Daily Report Card in a positive manner.

### 6. Rewards for Meeting Goals!

- Let your child help think of rewards to work towards.
- Rewards must be selected by the child so he/she will want to work for them.
- Better performance = More desired rewards!
- Start with immediate rewards for positive behavior.
- Next, reward for positive behavior for the day.
- Then, reward for positive behavior for the week.
- Improve the rewards with each level.
- See *Sample Home and School Rewards* for ideas.

### 7. Monitor and Modify

- When your child does the behavior (step), mark "Yes".
- Daily, mark the number of "Yes's" your child received for each step.
- When it is easy for your child to meet the steps, make them harder.
- If your child is failing to meet the steps, make them easier.
- Once your child is always reaching the steps, take it off the Report Card and tell your child he/she did a great job!
- If your child is doing well on daily reports, switch to weekly rewarding.
- When your child is doing well in school, stop the report card, but do continue to praise him/her!
- If problems come up, start the report card again.

### 8. Troubleshooting

- If this is not working to change your child's behavior, see *Troubleshooting a Daily Report Card* and make changes.

#### Examples of Goals and Steps

- Goal:** Get along with kids  
**Steps:** 1. Do not interrupt other kids during their work time.  
2. Do not tease other kids.  
3. Play without fighting at recess.
- Goal:** Follow classroom rules  
**Steps:** 1. Obey the teacher.  
2. Do not talk back to the teacher.  
3. Follow classroom rules.
- Goal:** Improve grades  
**Steps:** 1. Get assignments daily.  
2. Finish assigned schoolwork.  
3. Do schoolwork correctly.  
4. Finish and turn in homework.

#### Options!

*If the Daily Report Card doesn't help, try giving your child...*

- ✓ More frequent praise
- ✓ One-on-one time with parent
- ✓ Time-out
- ✓ A more structured point system

## Troubleshooting a Daily Report Card

Problem	Possible Solutions
Does not bring the Daily Report Card (DRC) home	<ul style="list-style-type: none"> <li>➤ Have a backpack or special folder that the DRC goes in</li> <li>➤ Ask the last teacher of the day to remind your child to take it home</li> <li>➤ Give a reward for bringing it home!</li> </ul>
Does not do the Steps every day	<ul style="list-style-type: none"> <li>➤ The steps must be appropriate, clear, and attainable</li> <li>➤ Make sure your child understands the system – what behavior he needs to do and what reward he will get when he does</li> <li>➤ Make sure the rewards motivate your child</li> <li>➤ Make sure the rewards are given only when the behavior / step is done</li> <li>➤ Make sure your child is rewarded every time he/she has earned a reward</li> </ul>
Does not remember the target behaviors throughout the day	<ul style="list-style-type: none"> <li>➤ Set up visual prompts, like a note on his desk, in his pocket, or in his locker</li> </ul>
Does not complete assignments	<ul style="list-style-type: none"> <li>➤ Help your child be more organized</li> <li>➤ Change your child's class schedule</li> <li>➤ Set simpler steps</li> <li>➤ Give a meaningful reward</li> </ul>
The teacher is not completing the Daily Report Card	<ul style="list-style-type: none"> <li>➤ Make sure the steps can be monitored and counted</li> <li>➤ Change the steps, if needed</li> <li>➤ Talk to the teachers to assure they know about the DRC and can monitor your child's behavior</li> </ul>

If your child needs behavior monitored for *each class* instead of a daily tally, simply turn the days of the week into class periods on the **Daily SCHOOL Report Card!**

Try setting up a **Daily HOME Report Card** to help your child turn negative behavior into POSITIVE at home!

*This information can be found on the Child and Adolescent Clinic website at [www.CandAC.com](http://www.CandAC.com)*

# Daily School Report Card

*Child and Adolescent Clinic www.CandAC.com*

**Circle Y (Yes) or N (No)**

**Child's Name:** \_\_\_\_\_

**Medications:** \_\_\_\_\_

**Week Of:** \_\_\_\_\_

Goal	Steps	Mon	Tues	Wed	Thur	Fri
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
	<b>Teacher's Initials</b>					
	<b>Total number of Yes's</b>					
	<b>Total number of No's</b>					

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Daily School Report Card – EXAMPLE

*Child and Adolescent Clinic www.CandAC.com*

**Circle Y (Yes) or N (No)**

**Child's Name:** \_\_\_\_\_

**Medications:** \_\_\_\_\_

**Week Of:** \_\_\_\_\_

Goal	Steps	Mon / or Period 1	Tues / or Period 2	Wed / or Period 3	Thur / or Period 4	Fri / or Period 5
<b>Get along with kids</b>	Interrupt kids' work time less than 2x	Y N	Y N	Y N	Y N	Y N
	Do not tease other kids	Y N	Y N	Y N	Y N	Y N
	Play without fighting at recess	Y N	Y N	Y N	Y N	Y N
<b>Follow Classroom Rules</b>	Obey teacher every time	Y N	Y N	Y N	Y N	Y N
	Do not talk back to the teacher	Y N	Y N	Y N	Y N	Y N
<b>Improve Grades</b>	Complete all classroom assignments	Y N	Y N	Y N	Y N	Y N
	Turn in all homework assignments	Y N	Y N	Y N	Y N	Y N
	<b>Teacher's Initials</b>					
	<b>Total number of Yes's</b>					
	<b>Total number of No's</b>					

**Comments:**

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**Daily Home Report Card**  
*Child and Adolescent Clinic www.CandAC.com*

**Circle Y (Yes) or N (No)**

**Child's Name:** \_\_\_\_\_

**Medications:** \_\_\_\_\_

**Week/Month:** \_\_\_\_\_ / \_\_\_\_\_

Goal	Steps	Mon	Tues	Wed	Thur	Fri
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N
	<b>Total number of Yes's</b>					
	<b>Total number of No's</b>					

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Sample Report Card Steps

Child and Adolescent Clinic [www.CandAC.com](http://www.CandAC.com)

## Schoolwork

- Gets X assignments done within the required time
- Gets X assignments done with X% accuracy
- Starts work with X or fewer reminders
- Leaves appropriate spaces between words X% of the time
- Can read child's writing X% of the time
- Corrects assignments like the teacher says
- Turns in assignments like the teacher says

## Classroom Rules

- Follow class/school rules with X or fewer violations
- Interrupts class less than X times per period
- Works quietly with X or fewer reminders
- Makes X or fewer inappropriate noises
- Follows directions with X or fewer repetitions
- Stays on task with X or fewer reminders
- Sits appropriately in assigned area with X or fewer reminders
- Raises hand to speak with X or fewer reminders
- Has X or fewer instances of stealing
- Has X or fewer instances of cursing
- Has X or fewer instances of complaining, crying, or whining
- Has X or fewer instances of lying
- Has X or fewer instances of destroying property
- Does not bother other children during seat work; fewer than X complaints from others

## Outside the Classroom

- Fewer than X rule violations at lunch, recess, free time, gym, specials, assemblies, bathroom, in hallway
- Follows transition rules with X or fewer violations
- Follows rules of the bus with X or fewer violations
- Needs X or fewer warnings for exhibiting bad table manners (e.g., playing with food, chewing with mouth open, throwing trash on the floor)
- Changes into gym clothes/school clothes within X minutes

## Time-Out Behavior

- Serves time-outs appropriately every time
- In a time-out without inappropriate behaviors
- While in a time-out, no more than X instances of negative behavior

## Teacher Relationships

- Accepts feedback appropriately
- Appropriately asks an adult for help when needed
- Maintains appropriate eye contact when talking to an adult
- Respects adults; talks back fewer than X times per period
- Complies with X% of teacher requests
- Did not follow the rules fewer than X times per period

## Other Kids

- Shares/helps other kids, when appropriate, with X or fewer reminders
- Ignores negative behavior of others
- Shows no observable response to negative behavior of others
- Teases peers X or fewer times per period
- Fewer than X fights with peers
- Speaks clearly with fewer than X prompts for mumbling
- Contributes to discussion, answers X questions verbally
- Contributes to discussion unprompted at least X times
- Fewer than X negative self comments
- Minds own business with X or fewer reminders

## Responsibility for Belongings

- Brings DRC to teacher for feedback before leaving for the next class or activity
- Responsible for own belongings
- Child has supplies needed for class/subject area
- Organizes supplies and possessions
- Morning routine completed
- End of day routine completed
- Brings supplies to class with X or fewer reminders
- Hangs up jacket/backpack with X or fewer reminders
- Takes lunchtime pill with X or fewer reminders

## Homework

- Brings completed homework to class
- DRC is signed and returned the next day by parent
- All needed materials for homework are in backpack at the end of the day

## Sample Home Rewards

### Daily Rewards

- Snacks
- Dessert after dinner
- Staying up X minutes beyond bedtime
- Having a bedtime story or reading with a parent for X minutes
- Choosing a radio station in the car
- Extra bathtub time for X minutes
- Educational games on computer for X minutes
- Choosing family TV show
- Talking on phone to friend (local call)
- Video game time for X minutes
- Playing outside for X minutes
- Television time for X minutes
- Listening to radio/stereo for X minutes
- Other as suggested by child

### Daily or Weekly Rewards

- Going to a friend's house to play
- Having a friend come over to play
- Allowance
- Bike riding, skating, scootering, skateboarding (Daily Reward in neighborhood; Weekly Reward on longer trip with family or at bike trail/skate park)
- Special activity with mom or dad
- Special time with mom or dad for X minutes
- Earn day off from chores
- Game of choice with parent/family
- Other ideas from child

### Weekly Rewards

- Make a long-distance call to relatives or friends
- Go to the video arcade
- Go fishing
- Go shopping
- Go to the movies
- Go to the park
- Get ice cream
- Bowling, miniature golf
- Select something special at the store
- Make popcorn
- Have a friend spend the night
- Spend the night at a friend's house
- Choose the family movie
- Rent a movie
- Go to a restaurant with parent and/or family
- Watch recorded TV show
- Free time for X minutes
- Other ideas from child

## Sample School Rewards\*

- Talk to best friend
- Listen to tape player (with Headphones)
- Read a book
- Help clean up classroom
- Clean the erasers
- Wash the chalkboard
- Be teacher's helper
- Eat lunch outside on a nice day
- Extra time at recess
- Write on chalkboard
- Use magic markers
- Draw a picture
- Choose book to read to the class
- Read to a friend
- Read with a friend
- Care for class animals
- Play "teacher"
- See a movie
- Decorate bulletin board
- Be messenger for office
- Grade papers
- Have treats
- Earn class party
- Class field trip
- Student of the Day/Month
- Pop popcorn
- Be a line leader
- Visit the janitor
- Use the computer
- Make ice cream sundaes
- Teach a classmate
- Choose stickers
- Take a good note home
- Receive a positive phone call
- Hide a special note in desk
- Choose seat for specific time
- Play card games
- Receive award certificate
- Take Polaroid pictures
- Draw from "grab bag"
- Eat at a special table
- Visit the principal for fun!

\*Sample School Rewards can be added to the home-rewards, especially if a child is not responding appropriately to the Home Rewards.

Teachers need to make sure that a child wants and will work for one of these School Rewards.

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