

Classroom Management

Topic:

Record
Keeping in
classroom

What is Record?

- ➔ "A record is defined as a documented proof of a transaction."
- ➔ "Records Management is knowing what you have, where you have it and how long you have to keep it."



Types of record

Admission registers



Assignment registers

Important Dates for the 2017-2018 School Year

Student Assignment Open Enrollment

Each year, students entering kindergarten, sixth grade and ninth grade participate in the Student Assignment process by ranking schools within their zone.

The application period runs from January 23rd – March 24th, 2017

- 01 January 19, 2017**
Pre-printed applications mailed for current 5th and 8th grade students.
- 02 January 23, 2017**
Open enrollment for the 2017-2018 school year begins.
- 03 March 24, 2017**
Last day of lottery open enrollment, ends at 4:00 p.m.
- 04 April 17, 2017**
Online applicants may view school assignment online with PIN number.
- 05 April 21, 2017**
School Assignment notifications will be mailed to parents.

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Attendance registers



Personal files



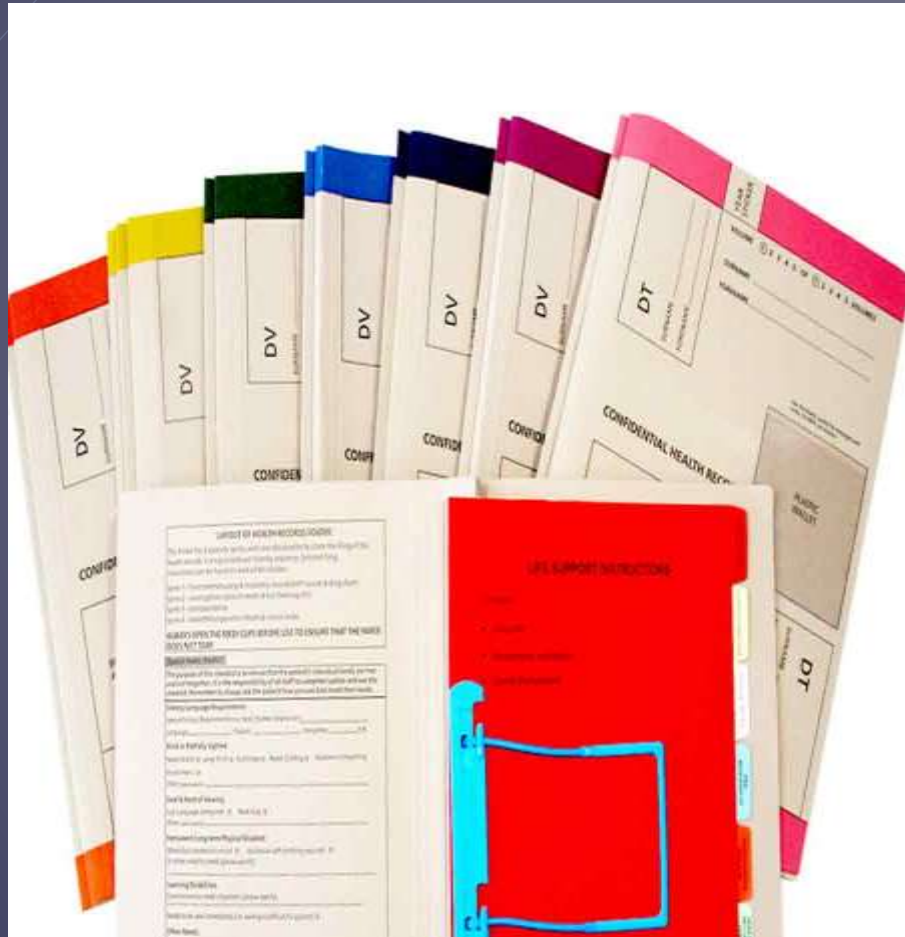
Disciplinary records registers

STUDENT'S NAME		DISCIPLINE NOTICE	CLASS / OFFICE	DATE
TIME	DATE OF INCIDENT		School Imprint Here	TEACHER
NOTICE TO PARENTS				
The purpose of this report is to inform you of a disciplinary incident involving the student.				
Nature of Incident:				
Action Taken:				
<input type="checkbox"/> Parents please sign and return <input type="checkbox"/> Notice need not be returned				
Registrar's Signature			Teacher's Signature	
<small>FORM 73C SCHOOL SERVICE, INC. 1-800-747-8848 WHITE - PARENTS YELLOW - OFFICE PINK - TEACHER'S</small>				

Assessment

Cambridge English Language Assessment Results 2015 KET				
Sl No	Name of the Candidate	class / sec	Grade	Percentage
1	SHAMITR SUDHIR MARDIKAR	VII-E	Pass with distinction	91
2	SHIVANGI VIKAS MISHRA	VII-D	Pass with distinction	92
3	ABHINAV MOHANTY	VII-D	Pass with Merit	87
4	DEEKSHA SAHOO	VI-A	C of Europe level A1	63
5	TRISHA BHARDWAJ	VI-F	Pass with distinction	95
6	RHOZALIN NATH	VII-E	Pass with distinction	92
7	ASHUTOSH BEHERA	VII-B	Pass	74
8	SARVIKA NARULA	VI-A	C of Europe level A1	57
9	ORISSA LEE PATNAIK	VI-F	Absent	
10	SHUBH NARULA	VI-F	Pass	80
11	ANKAN MOHAPATRA	VI E	Pass with Merit	86
12	AKANKSHYA MOHAPATRA	VI E	Pass with distinction	90

Record of achievement



Record of Work

'S FLUENCY REFLECTION

Name: _____

Listen to your recording and grade your fluency using this rubric.

1st Reading How long did it take you? _____ Date: _____

I read with EXPRESSION (Not like a robot.)		<input checked="" type="checkbox"/>		
I read in PHRASES (Pausing at punctuation marks.)		<input checked="" type="checkbox"/>		
My RATE was just right. (Not too Fast, not too slow)		<input checked="" type="checkbox"/>		
I read the words ACCURATELY		<input checked="" type="checkbox"/>		

I will work on _____

Listen to your recording and grade your fluency using this rubric.

2nd Reading How long did it take you? _____ Date: _____

I read with EXPRESSION (Not like a robot.)		<input checked="" type="checkbox"/>		
I read in PHRASES (Pausing at punctuation marks.)		<input checked="" type="checkbox"/>		
My RATE was just right. (Not too Fast, not too slow)		<input checked="" type="checkbox"/>		
I read the words ACCURATELY		<input checked="" type="checkbox"/>		

I will work on _____



Characteristics of record keeping in schools:

Introduction:

It defines and introduces the specific record, what it is and what type of information it is used for.



Content:

The content provides information.

Ensure that the person filling in the information will not omit any parts.

Helps the school to detect any errors in the records.



Guidelines

They inform one about how to fill in the records.

The guidelines come in two parts: definitions and instructions.

Definitions tells about what exactly is required.

Instructions give directions how to fill records.





Purpose

It states that the person who is going to create and use the record understands what the record is meant for.

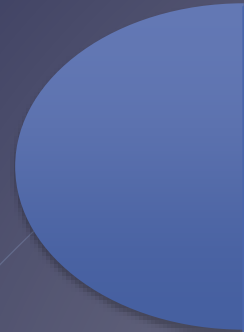

Target:

The target refers to those people who are going to fill in the forms



Use

It identifies the people who can use the record to extract information. People who are not mentioned as users are not supposed to have access to the cards without from the school head.



Record Keeping and Other Tips for New Teachers

Keep Good Records

Plan, Plan and Plan
Some More!

Establish a Rapport
with Parents

Establishing Productive Record Keeping Practices (James Dallas)

Record keeping is directly related to assessment and goal setting.

It is important to begin the year with ideas for record keeping system that will be manageable for you and your students.



Methods:

Notebooks:

Many teachers use notebooks to store and collect student data.




Index cards on a ring:

- ▶ When you use file cards, punch a hole in the top left corner of the card and put it on a ring.





Individual student folders:



Folders can contain multiple assessments and can be used particularly when conferencing with parents.

Some teachers like to write anecdotes directly in the folder, while others write on sticky and then transfer them to a folder.

Class Record Chart:

- Sometimes you need to collect similar information for all of your students. A class record chart helps you organize this type of record keeping.

[Title Here]					
Week beginning: [Date]					
Name	Monday	Tuesday	Wednesday	Thursday	Friday
Name					
Name					
Name					
Name					
Name					
Name					
Name					
Name					
Name					

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Clipboard.

- ▶ Sometimes keeping a clipboard is the most convenient way to collect assessment data for your students. Teachers keep anecdotal record forms and other types of forms, along with labels, in the clipboard.



What is Cumulative Record Card (CRC)?

- It is a record of child indicating growth and development while in school in all aspects from beginning to the end of his school career.
- It is mirror which reflects the many-sided development of a pupil.

Keep Good Records

One of the best things you can do is to keep good records.

if you had to report a student to the office, or if you contacted a parent directly.





THANK YOU

FOR LISTENING! :)