

Recommended Steps for Implementing the Daily Report Card

Recommended Step	How to Say It/Do It
1. At the start of the day or class period, remind the child of his/her target behaviors and goals.	"Remember Michael, if you can respect your peers today with 3 or fewer instances of teasing, you can meet your goal. You did well, yesterday, so let's have another great day"
2. At the start of the day or class period, ask the child what he/she earned the night before (if rewards were earned) or ask the child what reward he/she might be working towards that day.	"Michael, I remember you earned 2 yeses yesterday and earned computer time...That's great. What are you working towards today?"
3. At the start of an activity that is particularly relevant to a child's DRC target, reminder the child of the target.	"Remember Michael, if you complete 2 or more of our math worksheets today, you'll be on target to earn a yes"
4. When child exhibits a negative target behavior, teacher should give feedback (discretely when possible) by labeling the behavior that the child exhibited AND connecting it to the DRC.	"Michael, you just spoke without raising your hand. That's one interruption on your report card."
5. When the child exhibits a negative target behavior, track that behavior as it occurs using whatever format you prefer.	Track the behavior on the DRC on the mobile app (or temporarily on a post-it note or the child's desk).
TOGETHER, #4 and #5 = TLC (Track, Label and Connect)	
6. When the child exhibits a negative target behavior and is getting close to earning a no, provide specific feedback.	"Michael, you just spoke without raising your hand. If you do that once more, you'll earn a no today. Try to work really hard to keep your yes."
7. Praise the child when he/she exhibits a positive behavior that is incompatible with negative target behavior on the DRC.	"Michael, great job raising your hand. What would you like to say?"
8. At the end of the day, give the child the DRC and briefly review his/her success	"Michael, you earned two out of three yeses today. Good job raising your hand and getting your math work done today. Tomorrow, let's work really hard on keeping your hands to yourself so you can earn all three yeses."
9. Allow the child to select a reward based on the number of goals that were met (unless a home-based reward system is in place)	"You met 2 out of 3 goals today, which means you can select from the first two sections. What reward would you like to select for your 2 yeses?"
10. Send the DRC home with the child for the parent to review.	After you write down the child's reward and any comments you have for the parents, sign the DRC and put it somewhere the parents will find.