

## **Explaining the Daily Report Card to the Child**

### **CHECKLIST**

**Goal:** The goal of this discussion is to orient the child to the daily report card (DRC), its goals and implementation procedures, the rewards menu, and the role of the parent in the intervention.

#### **Step 1: Discussing the Need for the DRC**

- Inform the student that you will be spending extra time helping him or her control behavior and/or do well in school
- Explain that you are creating a set of rules with the potential to earn privileges
- Ask the student to guess what behaviors have been targeted for improvement
- Praise awareness of behaviors that are being prioritized

#### **Step 2: Reviewing Goals and the DRC**

- Show the student a physical copy of the DRC
- Review the behaviors that will be targeted with the intervention
- Have the student provide examples of behaviors that follow and break each rule
- Orient the student to the numerical goal criteria and what constitutes meeting a goal
- Use attention check questions to assess the student's understanding of meeting goals

#### **Step 3: Explaining Implementation Procedures**

- Explain procedures for tracking instances that the student breaks each rule
- Inform the student that you will help throughout the day in a few ways
  - Reminding the student about his or her goals at the start of each day
  - Tell the student when he or she is following and violating a rule
- Inform the student that you will meet at the end of the day to review performance

#### **Step 4: Reviewing Reward Menu and Procedures**

- Explain how many goals are needed to access each tier of the menu
- Review the rewards that are available at each tier of the menu
- Ask attention check questions to ensure the student understands the tiered system
- Explain that most rewards will be provided at the end of the day after the DRC is reviewed

#### **Step 5: Reviewing the Parent Role**

- Inform the child that the DRC will be sent home each day, signed by a parent, and returned
- Explain that parents will review the DRC with the child when they get home

#### **Step 6: Closing the Meeting**

- Give the student the opportunity to ask questions
- Inform the child of the intended intervention start date
- Express your excitement to help the student do better and earn rewards