**Daily Progress Report (DPR) Considerations**

Review the DPR Considerations as you begin to develop your DPR.

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| **Daily Progress Report (DPR) Considerations** | |
| **Feature** | **Check to Include** |
| **School-wide Expectations** | |
| Include school-wide expectations   * Expectations should be positively stated * 5 or fewer expectations should be listed * Specifically define behaviors (optional) |  |
| **Teacher Friendly and Easy to Complete** | |
| Allow for circling of ratings rather than narrative feedback |  |
| Include a narrow range of scores   * 3-point system is recommended (1-3 or 0-2) * Consider whether use of a “0” rating is age-appropriate or fits the culture of your school |  |
| Include a ratings key on the DPR   * Staff should clarify and agree upon the difference between ratings |  |
| Include a place for teachers to record “successes” rather than “comments” |  |
| Make copies of DPRs readily available everyday |  |
| **Design and Content** | |
| Use the same card for all students per grade level |  |
| Avoid calling the DPR a “behavior card” or “behavior plan” |  |
| Make the DPR a half sheet if copying costs are a concern |  |
| Include only classroom settings   * Non-classroom settings typically are not included (e.g., cafeteria, transitions, playground, etc.) |  |
| Include a minimum of 4 rating periods and a maximum of 10   * Correspond rating periods with natural transitions * Rating periods should be less than 75 minutes |  |
| Include a column or place for teacher to initial ratings |  |
| Include a line for caregiver signature and a place for them to record success |  |
| Verify that data are easy to summarize   * Include an area for total points earned * Determine if percentage goal will be listed * Consider providing goal range allowing student to circle his/her goal (50%-80%) |  |

(Adapted from MO-SWPBS Tier II Team Workbook)