Australian Government Regulations

Student Reporting Checklist

Australian Government Regulations require that schools provide to parents and carers, student reports on the child that comply with a number of criteria. Use this check-list to ensure that your reports are compliant.

Reports must:

☐ Use plain language
☐ Be timely
☐ Given in written form at least twice per year
☐ Be provided for all subjects
☐ Be confidential
☐ Be followed by an opportunity for the child and the parents to meet with the child’s teachers to discuss all aspects of the report
☐ Use an at least five-point scale of achievement (such as: A, B, C, D, E or equivalent); where
☐ Each point is clearly defined against national standards (Australian Curriculum)

Reporting of Standardised Testing

Do you:

☐ Administer the NAPLAN test
☐ Provide parents with the reports

Comparative Reporting

Do you:

☐ Provide comparative reporting on the report
☐ Provide parents who have a philosophical objection to comparative reporting with an option to withdraw their child from comparative reporting by notifying the school in writing of their wish

or

☐ Include a statement on the report offering comparative reporting information to parents (This must be written information)
☐ Ensure that the students’ right to privacy is upheld