

# Attendance & Participation Form

(Hand & Mind Publishing, 2006)

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_ **Score:** \_\_\_\_\_

**Instructor(s):** \_\_\_\_\_ **Course:** \_\_\_\_\_

**This form is completed by instructor during the last week of the course.**

## \_\_\_ 100) Exemplary Student

- attended every class on time, did not linger after breaks or leave early
- highly motivated to learn, actively engaged in course activities, did not participate in side conversations
- always prepared, motivated to begin and complete independent tasks, completed all assignments on time
- communicated appropriately / visually at all times, cooperated with both teacher and peers
- motivated to participate in or volunteer for activities, clearly enjoyed being in class

## \_\_\_ 90) Excellent Student

- occasionally late to class, late from breaks, left early OR missed one class
- motivated to learn material, actively engaged in course activities
- always prepared, motivated to begin and complete independent tasks, completed all assignments on time
- inappropriately spoke with peers during class time, but otherwise cooperated with both teacher and peers
- generally motivated to participate in or volunteer for activities, clearly enjoyed being in class

## \_\_\_ 80) Above Average Student

- occasionally late to class, late from breaks, left early OR missed one class
- motivated to learn course material, actively engaged in course activities
- usually prepared, motivated to begin and complete independent tasks, completed all assignments on time
- inappropriately spoke with peers during class time, but otherwise cooperated with both teacher and peers
- willing to participate in discussions or activities when selected by teacher

## \_\_\_ 70) Average Student

- often late to class / late from breaks / left early OR missed two classes
- usually motivated to learn course material, but occasionally disengaged from course activities
- usually motivated to begin and complete independent tasks, completed almost all assignments on time
- often forgot to communicate appropriately / visually with teacher, often participated in side conversations
- willing to participate in discussions or activities when selected by teacher

## \_\_\_ 60) Below Average Student

- repeatedly late to class / late from breaks / left early OR missed three classes
- not motivated to learn course material and often disengaged from course activities
- failed to submit / complete two or more assignments correctly / on time or failed to review the material
- frequently had private conversations / disrupted / spoke during class activities
- willing to participate in discussions or activities when selected by teacher

## \_\_\_ 50) Struggling Student

- repeatedly late to class / late from breaks / left early OR missed three classes
- often did not prepare / depended on classmates to complete assignments or rarely reviewed materials
- failed to submit / complete two or more assignments correctly / on time or failed to review the material
- frequently had private conversations / disrupted / spoke during class activities
- resisted interacting or withdrew, seemed unmotivated or uninterested in class activities

## \_\_\_ 0) Absent Student

- inattentive, disruptive, unprepared OR missed four or more classes