



Australian Government Regulations Student Reporting Checklist

Australian Government Regulations require that schools provide to parents, student reports on the child that comply with a number of criteria.

Use this check-list to ensure your reports are compliant.

Reports must:

- Use plain language
- Be timely
- Given at least twice per year
- Be provided for all subjects
- Be confidential
- Deal with the child's academic **and** non-academic learning
- 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 specific standards

Reporting of Standardised Testing

Do you:

- Administer the AIM or LANNA test; **and**
- Provide parents with the reports

Comparative Reporting

Do you:

- Use quartiles **or** grade distribution
- Provide comparative reporting on the report **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
- 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