



## **TOOL // Daily OT Summary Report**

### **What is it used for?**

This form is a synopsis of your day that can be left for the returning classroom teacher. It's a quick and efficient way to ensure you've shared pertinent and practical information, highlighted your star students, and kept the classroom teacher apprised of any challenges you may have faced throughout the day. It also offers OTs the opportunity to make professional observations that are relevant to the reporting process. By making regular use of the checklist of Learning Skills, OTs will be able to reinforce their observation skills and reporting practices.

### **How do you use it?**

Throughout your day, you can use this form to jot down notes about the students you've encountered, the progress you've made working through the day plans and record any noteworthy examples of Life Skills that you've observed. As Occasional Teachers, we can see some terrific ideas being implemented in the classrooms we visit. This form has a place to acknowledge the innovative ideas that stand out or work well. Remember, kind words only.

### **How do you adapt it to other subjects and topics?**

If you make a copy of it, you will be able to create a running record of your teaching experience as a handy reference, particularly if any PRS issues or concerns should arise. Having detailed notes in these situations is always to your advantage.

# A Note from your Occasional Teacher...

Date: \_\_\_\_\_

Overall, the class today was:

- ◇ Exceptional
- ◇ Great
- ◇ Challenging
- ◇ Difficult

Super Star Students were: \_\_\_\_\_  
\_\_\_\_\_

Some challenges we faced today were: \_\_\_\_\_  
\_\_\_\_\_

I noticed, and especially liked the way you've: \_\_\_\_\_  
\_\_\_\_\_

Day Plan Notes were:

- ◇ Followed closely, we finished everything      Details \_\_\_\_\_
- ◇ Followed, we finished most things      \_\_\_\_\_
- ◇ Flexible, we made some adjustments      \_\_\_\_\_
- ◇ Honourably mentioned, instead we...      \_\_\_\_\_

In your classroom today, I observed your students demonstrating the following learning skills:

- ◇ Working independently      Student(s)/Details \_\_\_\_\_
- ◇ Initiative      \_\_\_\_\_
- ◇ Homework completion      \_\_\_\_\_
- ◇ Effective Use of information      \_\_\_\_\_
- ◇ Cooperation with others      \_\_\_\_\_
- ◇ Conflict resolution      \_\_\_\_\_
- ◇ Class participation      \_\_\_\_\_
- ◇ Problem solving      \_\_\_\_\_
- ◇ Goal setting to improve work      \_\_\_\_\_

Incidents/Injuries \_\_\_\_\_  
\_\_\_\_\_

Questions/Concerns?

OT Name/# \_\_\_\_\_ Contact number \_\_\_\_\_