

# Report Card / Progress Report

Coaching, Tuition & Test-Prep

Document type: Plan / SOP / strategy / guide · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Design a report card / progress report format for students — scores and trends, topic-wise analysis, strengths/weaknesses, attendance, and constructive feedback and next steps — that parents and students actually act on. Describe the context below.

## Purpose of this tool & output

Reports parents and students act on

## How the output is used

Use it to make reports parents and students act on — clear progress reports that show strengths, gaps and next steps.

## Important cautions

AI-generated format; make feedback constructive and actionable, not demoralising.

## Companion documents

- Test / Exam Paper Design
- Student Performance Tracking System
- Learning Analytics Dashboard Plan
- Remedial / Weak-Student Plan
- Score / Rank Analysis Guide
- Answer Evaluation / Feedback Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.