

Music Student Progress Reports

While it is understood that faculty maintain an on-going dialogue with parents and students regarding progress, progress reports are an essential piece of formal feedback. At the very least, progress reports provide documentation for the teacher and the school for students doing sub-standard work. *When done well*, they are a valuable and appreciated source of feedback to students and parents.

Year End Reports

At the conclusion of each school year all private instruction and music theory faculty are required to electronically submit written progress reports for their students ages 18 and under. Approximately two weeks prior to the end of the semester an email will be sent with a link to the online submission form and the deadline for submitting reports.

Interim Progress Reports are optional and may be submitted at any time during the school year to document sub-standard work or to congratulate a student for extra effort. Emails will be sent periodically during the year to remind faculty of this opportunity.

Scholarship Progress Reports are distributed to faculty for all students in their studio/classes who have applied to renew their scholarship. These are internal documents **not** distributed to parents or students. They are used to evaluate whether a student should be placed on probation or have their scholarship revoked.

Progress Reports Dos and Don'ts:

DO....

- ...Spell the student's name correctly.
- ...Spell YOUR name correctly.
- ...Use the "comments" fields. Thoughtful comments show parents you are thinking about their child!
- ...Write in complete sentences.
- ...Use spell check.
- ...Make specific comments – referring to actual repertoire or recital performances.
- ...Use a formal tone. You are the student's teacher, not his or her buddy!
- ...Make course recommendations for next year (when necessary).
- ...Draft first in a word processor: there is no spell check on the online form, and the submission is sent directly to the parents, so it is important to review/edit your reports.

DON'T...

- ...Submit reports late. While late feedback is better than *no* feedback, it is much less useful to students.
- ...Use only the drop-down menus. Specific feedback is vital to parents and students!
- ...Be sarcastic. Humor has its place – but not in a progress report.
- ...Refer to question numbers in your answers (ex. - "see no. 4 above"). The numbers on the submission form does not appear in the printed report.
- ...Submit without reviewing/editing: the forms are now directly sent to the parents electronically, so self-editing is vital!

POOR EXAMPLE – BARE MINIMUM

PROGRESS REPORT

Student: great student

Instrument: violin

Teacher: Busy Teacher

Attendance: Excellent

Lesson preparation: Excellent

Progress in technical development (physical skills, tone quality, breath control, intonation, rhythm, etc.): Excellent

Progress in artistic development (style, interpretation, expressiveness, phrasing, etc.):

Excellent

Progress in performance development (recital preparation, performances, stage presence, etc.):

Excellent

What's Good?

The report was submitted

What's Missing?

The student's name is mis-spelled and not capitalized.

Specific, thoughtful reasons for the ratings given are nowhere to be found.

Weakness or areas that could improve are not addressed.

Class recommendations for the next year are not mentioned.

GOOD EXAMPLE – WEAK STUDENT
PROGRESS REPORT

Student: Weak student

Instrument: Piano

Teacher: Great Teacher

Attendance: Very Good

Lesson preparation: Needs Improvement

Weak student usually did not complete his weekly assignments, and he often played inaccurately. With better preparation, he would progress much more quickly.

Progress in technical development (physical skills, tone quality, breath control, intonation, rhythm, etc.): Good

We worked on relaxing the wrist, developing a better hand position, improving tone, and note and rhythm reading.

Progress in artistic development (style, interpretation, expressiveness, phrasing, etc.):

Good

We worked on shaping phrases and musical expression.

Progress in performance development (recital preparation, performances, stage presence, etc.):

Excellent

Weak student did his best work in preparation for the recitals.

Additional comments:

Weak Student was in a very difficult position, trying to complete assignments from two teachers. In this situation, it was really impossible for him to be successful. I hope he can return in the fall with a full commitment.

What's Good?

Balanced critique with some positive comments for a student who could clearly be doing better.

Reasons for "Needs Improvement" are clear and concise and a solution is suggested in the "additional comments".

What's Missing?

Specifics – Mentioning specific pieces, performances.

GOOD EXAMPLE – GOOD STUDENT

PROGRESS REPORT

Student: Good Student

Instrument: Violin

Teacher: Groovy Teacher

Attendance: Excellent

Lesson preparation: Excellent

Good Student practices very consistently at home which is great. I love that she is eager to play so much music, but I'd love for her to really focus on refining some technical issues and paying attention to these details in her daily practice. This will make it easier for her to learn all the music she wants to play!

Progress in technical development (physical skills, tone quality, breath control, intonation, rhythm, etc.): Very Good

Good Student's technique is really improving, and I'd love to continue to work more with developing more fluidity in her bow arm--practicing martele scales is vital for this!

Progress in artistic development (style, interpretation, expressiveness, phrasing, etc.):

Very Good

Good Student has a great energy and enthusiasm in her playing!

Progress in performance development (recital preparation, performances, stage presence, etc.):

Very Good

Loved watching the recital! Bravo!

Additional comments:

I'd like Good Student to enroll in the Oistrakh group downtown for next year.

What's Good?

Specific, balanced critique that addresses both the positive and areas that need work.

Critique mentions both "what" (more fluidity in bow arm) and "how" (martele scales).

A group class recommendation for next year is included.

What's Missing?

Specifics about the recital – Fall or Spring? What piece was played?

GREAT EXAMPLE – GOOD STUDENT

PROGRESS REPORT

Student: Excellent Student

Instrument: Violin

Teacher: Super Thoughtful Teacher

Attendance: Excellent

Lesson preparation: Very Good

Excellent Student is the master of extremes...This year there were many weeks when arguments occurred over practice skills & the amount of time spent on his violin studies. In contrast, in preparation for the exam he devoted significant time to his practice, including getting up at 6am to fit in additional time, & he utilized the practice techniques discussed in the lessons. I was very pleased with the effort that was put into the exam preparation.

Progress in technical development (physical skills, tone quality, breath control, intonation, rhythm, etc.): Very Good

Impressively, Excellent Student has made significant developments with his vibrato & 3rd position. He usually plays with good intonation for his level & has a nicely developing ear. There are a few items that I want to see improved further in his playing. There is too much shoulder tension present, especially on the right side. I would also like to see a loose curved pinkie on his bow & greater comfort with playing whole bows as well as staying in the lower half.

Progress in artistic development (style, interpretation, expressiveness, phrasing, etc.): Very Good

Excellent Student demonstrated his growth in musical expression in his playing of Tall Ships. He performed with dynamics, a beautiful tone & a good understanding of the lyrical style of this piece.

Progress in performance development (recital preparation, performances, stage presence, etc.):

Very Good

As a rule, Excellent Student performs with a lot of self-confidence. He has a good stage presence & rarely has memory problems.

Additional comments:

Excellent Student has had a most successful year in his violin studies. In addition to a beautiful performance of Tall Ships in his May recital, which was commented on by all of the faculty members present, he also achieved a very high result on his Elementary 2 certificate exam.

Excellent work this year!

Recommendations for next year.

YPSP group - Joachim - DT Bk. 3-4 10:00 - 11:00 Sat.

Individual lessons -remain at 45 mins or increase to 60 mins (if he can handle the additional work that a longer lesson would require).

<p>What's Good</p>

<p>Specific, detailed comments addressing both positive and areas for improvement.</p>
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