

Collecting and Using Anecdotal Records

Use this form to watch how staff collect and apply anecdotal records during daily routines and play.

During your observation, look for:

- Are staff using anecdotal notes to capture information across different learning areas (for example: social-emotional, language, cognitive, physical, and approaches to learning)?
- Do staff receive coaching or feedback that helps improve the accuracy and usefulness of their notes?

Ongoing review:

Review anecdotal records regularly. With the teacher's agreement, you may add a brief note of your own using the same format the classroom uses (note card, label, sticky note, clipboard form, etc.).

Use the checklist below to highlight what's working well and to share specific suggestions for next steps.

Date: _____ Classroom: _____ Observer: _____

Ongoing Child Assessment	Comments	Observations and recommendations
When: Date and time included		
Where: Setting included		



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Who: All relevant names included		
What: Curriculum areas included		
What: Factual, objective descriptions of what you and others saw and heard		



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