Morning Message – Handout

Anecdotal Record

During circle time Ms. Jones asks Cherrie to help complete the morning message, which reads, “Today is _____.” She says, “Monday.” Then Ms. Jones asks Cherrie to help write it and she responds, “I don’t know how.” Ms. Jones says the word again, emphasizing the first sound and asks her what she hears. After some hesitation, Ms. Jones repeats the word and elongates the first sound, and Cherrie says, “M.” Ms. Jones asks her to come take the marker and write the letter on the wipe board. She writes a “W” and a few children say that it isn’t correct. Max writes the correct letter.

Sample Checklists

Before writing the morning message, the teacher can leave the initial consonant of six different words empty. For example, “Today is __ onday. It is a __unny __ay. Today we will read a book by our favorite author Ezra __ack __eats.” She can choose six children for whom she is interested in knowing whether they can successfully identify the first letter of a word and set up a grid ahead of time:

	Word attempted	**Letter written**
Max	Monday	M
Cherrie	Monday	W
Robert		
Isabelle		
Heather	sunny	s
Jennifer		

Alternatively, the teacher can create a checklist with the words she plans to use, and then fill in the children’s names next to the appropriate words:

Child	**Word attempted**	**Letter written**
Cherrie	Monday	W (said M)
Heather	sunny	s
	day	
	Jack	
	Keats	
Max		M (corrected Cherrie)

Record whether children know the letter name, the letter sound and the date you did the assessment.

	Max		**Cherrie**		**Robert**		**Isabelle**		**Heather**		**Jennifer**	
	Letter	Sound	Letter	Sound	Letter	Sound	Letter	Sound	Letter	Sound	Letter	Sound
A												
Date												
Date												
Date												
B												
Date												
Date												
Date												
C												
Date												
Date												
Date												
D												
Date												
Date												
Date												
E												
Date												
Date												
Date												
F												
Date												
Date												
Date												

…OR have a separate sheet for each child (with all the letters on it)

Max	Date:		Date:		Date:	
	Letter	Sound	Letter	Sound	Letter	Sound
A						
B						
C						
D						
E						
F						
G						
H						
I						
J						
K						
L						
M						
N						
O						
P						
Q						
R						
S						
T						
U						
V						
W						
X						
Y						
Z						