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**COURSE:** EDUCATION MANAGEMENT AND PLANNING

**TOPIC TITLE:** MANAGEMENT OF STUDENTS' REPORT CARDS PREPARATION FOR IMPROVING LEARNING QUALITY IN SELECTED PUBLIC SECONDARY SCHOOLS: KISARAWA DISTRICT.

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**ABSTRACT:**

This study was intended to assess the management of the report cards (SRC) for improving learning quality in selected public secondary schools in the Kisarawe District. The specific objectives were to; (i) examine the role played by teachers in the preparation of SRC towards learning achievement; (ii) evaluate parents' perception on the preparation of SRC in improving students' learning quality; (iii) assess the usefulness of SRCs in supporting students' learning. The study was guided by the Self-Efficacy Theory and the Social Constructivism Theory. The study employed a descriptive survey design. Respondents were drawn from four public secondary schools in Kisarawe District, and 132 respondents including parents, teachers, students, and heads of schools were involved. The study employed simple random sampling and purposive sampling to select respondents. Questionnaires, interviews, and documentary reviews were used as methods for data collection. Quantitative data from teachers and students were analyzed using the descriptive statistics technique. Qualitative data from interviews of Heads of Schools and parents and documentary reviews of existing reports were analyzed through the thematic analysis presented via narrations. The findings indicate that teachers and parents seem to be aware of the usefulness of SRC in improving students learning quality. Moreover, the study revealed that teachers are inactive in the filling in of the assessment/progress results in SRC, some of the reasons behind it being a large number of students in the classes, insufficient time for marking the tests, and recording of grades. In addition, to that, the results indicate that the majority of the parents did not bother to attend the school meetings while others did not provide feedback to the school management concerning their children's report cards. Recommendations are hereby made for the schools to establish a mechanism that will bring parents on board to participate in their children's academic progress.