

Kindergarten -- Action Plan for Implementing a Districtwide Early Assessment System

STEP I: *Specify necessary steps to implement plan.*

Action: Meet with district- and school-level personnel to develop a plan to implement an early assessment system. Indicate in designated cells what is necessary to achieve each assessment purpose (i.e., screening, diagnostic, progress monitoring, outcome). **Items in bold indicate necessary action.**

STEP II: *Document degree of implementation.*

Action: Specify who is responsible and target completion date for each action below.

<ul style="list-style-type: none"> • <i>Measure Selection</i> Review list of measures and make final selection for each purpose. • <i>Measure Acquisition</i> Develop procedure to purchase and distribute measures to schools. Specify final measures in the following cells and distribution process. 	<ul style="list-style-type: none"> • <i>Professional Development</i> Review tester qualifications (per measure) and identify individuals. Provide training to ensure high quality test administration. Specify who will administer measures, who will train data collectors, and procedures to ensure data are collected consistently. 	<ul style="list-style-type: none"> • <i>Data Collection Process and Schedule</i> Specify when measures will be collected. Identify who will distribute materials. Specify where data will be collected. 	<ul style="list-style-type: none"> • <i>Scoring and Data Management</i> Establish a secure and reliable method of scoring, entering, and managing data. Specify who will score measures, who will enter data, who will manage database, who will cross-check data entry to ensure reliability, who will report to State DOE. 	<ul style="list-style-type: none"> • <i>Information Reporting and Use</i> Determine when & how information/results will be disseminated to teachers. Provide professional development on how to use data to inform instruction. Schedule feedback and professional development sessions.
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Purpose of Measure: Screening

			Reporting to State Department not required	
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Purpose of Measure: Diagnostic

			Reporting to State Department not required	
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Purpose of Measure: Progress Monitoring

			Reporting to State Department not required	
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Purpose of Measure: Achievement Outcomes

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Grade 1 -- Action Plan for Implementing a Districtwide Early Assessment System

STEP I: *Specify necessary steps to implement plan.*

Action: Meet with district- and school-level personnel to develop a plan to implement an early assessment system. Indicate in designated cells what is necessary to achieve each assessment purpose (i.e., screening, diagnostic, progress monitoring, outcome). **Items in bold indicate necessary action.**

STEP II: *Document degree of implementation.*

Action: Specify who is responsible and target completion date for each action below.

<ul style="list-style-type: none"> • <i>Measure Selection</i> Review list of measures and make final selection for each purpose. • <i>Measure Acquisition</i> Develop procedure to purchase and distribute measures to schools. Specify final measures in the following cells and distribution process. 	<ul style="list-style-type: none"> • <i>Professional Development</i> Review tester qualifications (per measure) and identify individuals. Provide training to ensure high quality test administration. Specify who will administer measures, who will train data collectors, and procedures to ensure data are collected consistently. 	<ul style="list-style-type: none"> • <i>Data Collection Process and Schedule</i> Specify when measures will be collected. Identify who will distribute materials. Specify where data will be collected. 	<ul style="list-style-type: none"> • <i>Scoring and Data Management</i> Establish a secure and reliable method of scoring, entering, and managing data. Specify who will score measures, who will enter data, who will manage database, who will cross-check data entry to ensure reliability, who will report to State DOE. 	<ul style="list-style-type: none"> • <i>Information Reporting and Use</i> Determine when & how information/results will be disseminated to teachers. Provide professional development on how to use data to inform instruction. Schedule feedback and professional development sessions.
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Purpose of Measure: Screening

			Reporting to State Department not required	
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Purpose of Measure: Diagnostic

			Reporting to State Department not required	
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Purpose of Measure: Progress Monitoring

			Reporting to State Department not required	
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Purpose of Measure: Achievement Outcomes

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Grade 2 -- Action Plan for Implementing a Districtwide Early Assessment System

STEP I: *Specify necessary steps to implement plan.*

Action: Meet with district- and school-level personnel to develop a plan to implement an early assessment system. Indicate in designated cells what is necessary to achieve each assessment purpose (i.e., screening, diagnostic, progress monitoring, outcome). **Items in bold indicate necessary action.**

STEP II: *Document degree of implementation.*

Action: Specify who is responsible and target completion date for each action below.

<ul style="list-style-type: none"> • <i>Measure Selection</i> Review list of measures and make final selection for each purpose. • <i>Measure Acquisition</i> Develop procedure to purchase and distribute measures to schools. Specify final measures in the following cells and distribution process. 	<ul style="list-style-type: none"> • <i>Professional Development</i> Review tester qualifications (per measure) and identify individuals. Provide training to ensure high quality test administration. Specify who will administer measures, who will train data collectors, and procedures to ensure data are collected consistently. 	<ul style="list-style-type: none"> • <i>Data Collection Process and Schedule</i> Specify when measures will be collected. Identify who will distribute materials. Specify where data will be collected. 	<ul style="list-style-type: none"> • <i>Scoring and Data Management</i> Establish a secure and reliable method of scoring, entering, and managing data. Specify who will score measures, who will enter data, who will manage database, who will cross-check data entry to ensure reliability, who will report to State DOE. 	<ul style="list-style-type: none"> • <i>Information Reporting and Use</i> Determine when & how information/results will be disseminated to teachers. Provide professional development on how to use data to inform instruction. Schedule feedback and professional development sessions.
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Purpose of Measure: Screening

			Reporting to State Department not required	
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Purpose of Measure: Diagnostic

			Reporting to State Department not required	
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Purpose of Measure: Progress Monitoring

			Reporting to State Department not required	
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Purpose of Measure: Achievement Outcomes

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Grade 3 -- Action Plan for Implementing a Districtwide Early Assessment System

STEP I: *Specify necessary steps to implement plan.*

Action: Meet with district- and school-level personnel to develop a plan to implement an early assessment system. Indicate in designated cells what is necessary to achieve each assessment purpose (i.e., screening, diagnostic, progress monitoring, outcome). **Items in bold indicate necessary action.**

STEP II: *Document degree of implementation.*

Action: Specify who is responsible and target completion date for each action below.

<ul style="list-style-type: none"> • <i>Measure Selection</i> Review list of measures and make final selection for each purpose. • <i>Measure Acquisition</i> Develop procedure to purchase and distribute measures to schools. Specify final measures in the following cells and distribution process. 	<ul style="list-style-type: none"> • <i>Professional Development</i> Review tester qualifications (per measure) and identify individuals. Provide training to ensure high quality test administration. Specify who will administer measures, who will train data collectors, and procedures to ensure data are collected consistently. 	<ul style="list-style-type: none"> • <i>Data Collection Process and Schedule</i> Specify when measures will be collected. Identify who will distribute materials. Specify where data will be collected. 	<ul style="list-style-type: none"> • <i>Scoring and Data Management</i> Establish a secure and reliable method of scoring, entering, and managing data. Specify who will score measures, who will enter data, who will manage database, who will cross-check data entry to ensure reliability, who will report to State DOE. 	<ul style="list-style-type: none"> • <i>Information Reporting and Use</i> Determine when & how information/results will be disseminated to teachers. Provide professional development on how to use data to inform instruction. Schedule feedback and professional development sessions.
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Purpose of Measure: Screening

			Reporting to State Department not required	
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Purpose of Measure: Diagnostic

			Reporting to State Department not required	
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Purpose of Measure: Progress Monitoring

			Reporting to State Department not required	
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Purpose of Measure: Achievement Outcomes

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