

# SLO Assessment Timeline\*

## Spring/Summer

- Select assessments you would like to use for student growth
- Create mirrored assessment for each assessment
- Use Assessment Checklist and Guidelines to make sure you have everything in the assessments you need
- Submit assessments for approval using Appendix B

## Beginning of the School Year

- Request Baseline Assessment from testing center or prepare to give Baseline Assessment
- Give Baseline Assessment for each test and return to the testing center within in the first 25 days of student attendance
- Send the Baseline Score Sheet request to the testing center, once all students have taken the assessment and scores have been checked in Schoolnet
- Check compiled students' scores and targets from the district multiplier
- Choose the District Multiplier Form (Appendix F) or the SLO Form (Appendix G)
- Fill out Student Growth Declaration Google Form within the first 30 days of student attendance  
Due Date: \_\_\_\_\_

## Student Learning Objective Form

- Fill out Part A of SLO Form (Appendix G)
- Wait until Unit of Study begins

## Beginning Unit of Study

- Contact evaluator to schedule Midpoint conference
- Fill out Part B of SLO Form
- Start working on adjusting students' targets if you are going to
- Start teaching unit

## Midpoint Check

- Complete Appendix I
- Request Midpoint face to face meeting and meet with evaluator on scheduled date
- Have Part C of SLO Form completed prior to meeting
- Obtain evaluator's signature for Part C

## Summative Assessment

- Give Summative Assessment
- Send in yellow folder once all students have tested
- Fill out Part D of SLO Form
- Turn in Summative Assessment Results and SLO Form to evaluator by Feb 1<sup>st</sup> deadline

## Conference

- Evaluator will fill out Part E of SLO Form and schedule a conference to meet with you

\*Please read the approved evaluation plan for complete policies and procedures

Declaration	Baseline	Midpoint	Summative