

Assessment Name(s)

SGM (Appendix J) 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 district approval using Appendix B

Beginning of the School Year

- Request Baseline Assessment from testing center using the online Google Doc request
- Give Baseline Assessment for each test and return to the testing center within 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 SLO Form (Appendix G)
- Fill out Student Growth Declaration Google Form within the first 30 days of student attendance - Due Date: _____

Student Growth using District Multiplier

- Fill out Part A of SGM Form (Appendix F)
- Wait until Unit of Study begins
- Print the SGM form for each assessment

Beginning Unit of Study

- Fill out Part B of SGM Form
- Start teaching unit
- Request Summative Assessment
- Set mid-point check in date

Midpoint Check

- Complete Appendix I
- Email results to evaluator or request face to face Midpoint Check
- Have part C of SGM Form filled out prior to Midpoint Check
- Obtain Evaluator's signature for Part C

Summative Assessment

- Give Summative Assessment
- Fill out Part D of SGM Form
- Send in yellow folder once all students have tested.
- Receive Summative Results and complete Part E of SGM Form
- Turn in Summative Assessment Results and SGM Form to evaluator by Feb 1st deadline

Conference

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

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

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| Declaration | Baseline | Midpoint | Summative |