

Sample Timeline of Assessment Activities

Date	Time/ Hours	Activity/Topic	Materials Needed	Facilitator	Attendees	Goal
Week of 9/12		Disseminate Testing memo	Testing Memo	Coach	Teachers RS, SPED	4
9/16-9/27		DIBELS Next Testing	Testing Materials Data Entry Forms Stopwatches	Interventionists		4
9/16-9/27		Reading Street Baseline test (grades 2 and 3)	Testing Materials	Interventionists		4
9/5— 9/19		SAT 10 Testing		Teachers		4
10/4		Data Entry Due Date	Data System	Coaches		4
Week of 10/7		Data meeting Prep	Data Meeting Docs LCD/Screen Data Reports Workbook	Coaches	School-based data leaders	4
10/8	1:00-3:00	Pre Data Meeting	Completed Data Workbooks DDS Reports	Katie	Interventionists	4
10/10	8:30-2:00	Grade Level Data Meetings	Data Meeting Docs LCD/Screen Data Reports Sub Coverage/schedule	Katie	Grade Level Teams SPED RS Principal	4
11/8	2:00-4:00	District Data Meeting	School Data	Darci & Mike	District Leaders	4
12/11	9:00-grade 3 9:50-grade 2 12:10-grade 1 1:00-K	PM Data Meetings	Data Meeting Docs Workbook PM data reports	Coaches	Grade Level Teams and SPED, RS, Principal	4
1/6		Disseminate Winter Testing Memo	Testing Memo	Coaches	Teachers	4
1/10-1/15		SAT 10 Testing		Ellen	Grades K and 1 students	4
1/21-1/24	9:00-3:00	Winter DIBELS Next Testing	Testing Materials Stopwatch Data Entry Forms	Interventionists -K-3 benchmark, will assess students during small groups	Students	4
1/31		Data Entry Due Date	Completed data entry forms	Katie		4

Date	Time/ Hours	Activity/Topic	Materials Needed	Facilitator	Attendees	Goal
2/11	1:00-3:00	Intervention Team: Pre-data Meeting	Data workbook Smartboard LCD projector DDS PM Reports	Coaches	Interventionist s, SPED, ELL	4
2/20	8:30-2:00	Winter Grade Level Data Meetings	Sub coverage/schedule Data Meeting docs Data Reports LCD/Screen	Coaches	Grade Level Teams SPED RS Principal	4
3/7	1:00-3:00	District Data Meeting	Activity Timelines	Darci	District Leaders	4
4/3	1:30-3:30	PM Data Meetings	PM data reports LCD/Screen	Coaches	Grades 1 and 2	4
4/4	K: 9:00-11:00 1: 11:15-1:15 2/3: 1:45-3:45	PM Data Meetings	PM data reports LCD/Screen	Coaches	Grades K and 3	4
		Disseminate Spring Testing Memo	Spring Testing Memo	Coaches	Teachers	4
5/12-5/14	9:00-3:00	Spring DIBELS and SAT 10 Testing	Testing Materials Data entry forms	Interventionists		4
5/23		Data entry Due	Completed data entry forms			4
5/27	1:30-3:30	Spring pre-data meeting	Spring data meeting worksheet and docs	Coaches	School-based data leaders Interventionist s/ SPED/ELL	4
5/29	8:30-2:00	Spring Grade Level Data Mtgs.	Spring data meeting docs Data Reports Sub coverage/schedule LCD/screen		Grade Level Teams SPED RS Principal	4
6/6	1:00-3:00	District Data Meeting				4