

Summary Clip

Student: _____

School: _____

Grade: _____

Teacher/s: _____

Date: _____

Narrative Reflection about Student's Academic Progress (Interests, Learning Styles, Readiness Levels for Next Grade Level)

✓ **Interests:**

✓ **Learning Styles:**

✓ **Readiness for the Next Grade Level (Strengths)**

✓ **Additional Information:**

**Growth Profile Folder
Work Sample Documentation
Transition**

Pre-Kindergarten

- ✓ Pre-Kindergarten School Ready Assessment for Period 3 (1) 2004-Beyond
- ✓ Summary clip sheet **2005-Beyond**

Kindergarten

- ✓ Completed portion of K-2 assessment folder 2004-Beyond
- ✓ Summary clip sheet **2005-Beyond**

First and Second

- ✓ Completed front cover of K-2 assessment folder 2004-Beyond
- ✓ Last reading, math, and writing benchmarks for each grade level (3 per grade level) 2004-Beyond
- ✓ Summary clip sheets for each grade level **2005-Beyond**

Grades Three-Five

- ✓ Completed front cover of growth profile folders 2004-Beyond
- ✓ Fourth quarter reading, math, and writing benchmarks for each grade
- ✓ At the end of third grade the contents of the K-2 assessment folder should be purged and the completed cover of the K-2 assessment folder placed in the child's cumulative folder
- ✓ Summary clip sheets for each grade level **2005-Beyond**

Grades Six-Eight

- ✓ Completed front cover of growth profile folders 2004-Beyond
- ✓ Pre and post benchmarks for reading, math, and writing benchmarks for each grade 2004-Beyond
- ✓ Summary clip sheets for each grade level **2005-Beyond**

Teachers in grades 3-8 may send previous years' appropriate student work to parents in "We are Growing" folders.

Third-Eighth Grade Growth Profile Folders Surry County Schools

Goals for use of growth profile folders:

- To document students' growth over time
- To help teachers determine students' strengths and weaknesses to redirect instruction as needed
- To assist Student Service Teams in staffing students' needs
- To aide administrators, waiver committees, and parents in making promotion/retention decisions
- To give receiving grade level teachers a jump start in determining patterns of work/behavior
- To give educators tools to discuss student growth with students, parents, and colleagues

- ✓ Which student work samples will be saved at the end of each year?

Completed front of folders, the end of year benchmarks, and summary clips will be saved at the end of each year. (Summary clips will began in the 2005 school year.)

Exception: Teachers need to save year-long documentation vs. only the end of year benchmarks for a gateway student who fails to meet proficiency on EOGs after the second test and has not been previously retained. This student would need a more complete folder for possible waiver decisions.

In addition, principals may want to ask teachers to retain all documentation for students in non-gateway grades who do not meet proficiency on EOGs.

- ✓ What will we do with the work samples that have been used for decisions about growth during the school year, but are not needed for cross grade level decisions?

Appropriate work samples that are not needed after promotion decisions have been made (excluding the items designated above,) will be sent to parents in the "We Are Growing" envelopes. The letter provided should be attached.

- ✓ What will we use to summarize student growth information at the end of each school year? (Began in 2005)

Summary Clip Sheets

- ✓ How should we clip each year to make the folders neat and easy to review?

End of year benchmarks and summary sheets will be clipped before the last day of school for teachers at each grade level.

- ✓ What will be the guidelines for writing remediation?

Please save fourth and seventh grade writing benchmarks for all students. Attached.

- ✓ How will we deal with writing? Should we have separate folders, different color folders, etc.?

Please see revised growth profile folder. The area of remediation would be checked for writing, and other student work would not need to be collected.

- ✓ How can we make each benchmark have validity and reliability and connections to curriculum maps and the *Standard Courses of Study*?

Instructional specialists have revised benchmark prompts.

- ✓ How will we share the growth profile folder revisions with the school community with clarity?

Administrators, instructional specialists, high school assistant principals for instruction, and administrators will discuss the process/product with teachers and student services team members.

- ✓ How can we use the growth profile folders for dialogs between grade levels?

Instructional specialists will sort the folders and help to take them to the receiving grade levels. Also they will help to facilitate meaningful dialogs and minutes of the transition meetings will be forwarded to Pat Widdowson.

We Are Growing!

Dear Parents/Guardians,

We are happy to present the attached folder containing a collection of your child's work samples from several years of schooling. Please use the enclosures to talk to your child about his/her growth over time. You may want to save the samples for scrapbooks and for a baseline of your child's growth for future years. Please let us know if we can answer questions and/or be of help to you as you review your child's work.

Thank you for your continued support. Our partnership for your student's success in school is vital!

Sincerely,

Principal

**Transition Across Grade Spans
Growth Profile Folders/Summary Clips
Grades Five-Six
Grades Eight-Nine**

Facilitators:

Student Services Team Chairs, Instructional Specialists, Administrator, Counselors

Documents:

Completed Growth Profile Folders/Summary Clips

Guiding Questions for Discussion:

1. Which students need the most support?
2. What strategies have proven successful for these students in the past?
3. What are the interests and learning styles of these students?
4. What other information would be helpful in transitioning these students successfully?
5. How will the information discussed in this meeting be communicated to classroom teachers who will have these students in their classes?

Date of Transition Meeting:

Facilitators Present (Signatures):

Please return a copy of this form to principals of the schools sending and receiving students as well as to Pat Widdowson immediately following the meeting. Thank you.

