



# Student Growth Data Collection Checklist

## STUDENT GROWTH COMPONENT

Fill in the carts to track your systems' data collection and implementation processes for Student Growth Measures.

Month	Action	Complete	Notes
August	Review your weighting tab and eligible teachers tab and identify all teachers in eligible teaching assignments.		
August	Determine policies and procedures for teachers that are in multiple assignments, teachers hired after the start of school, etc.		
August	Review the TIA Data Submission Fields planner and identify the system, owner, and timeline for each data element		
August	Train appraisers and necessary personnel on what data to report, when to report the data, and how to use the data management system(s)		
September	When 22-23 teaching assignments have been finalized, begin to populate the eligible teacher information data fields		
Summer Early/Fall	Review end-of-year teacher observation and student growth correlation data		
Summer Early/Fall	Identify skew in data		
Summer Early/Fall	Determine root cause of any skew in teacher observation data and/or any lack of correlation in the comparison of teacher observation data to student growth data		
Summer Early/Fall	Develop a plan to address any areas of skew/ lack of correlation in the upcoming school year		

## PRE-TEST/POST-TEST

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Month	Action	Complete	Notes
August	Share with teachers the dates for the administration of the pre-test and the dates by when they will have results, including the expected growth targets for each student, based on the test.		
August	Communicate to school leaders the process for sharing expected growth targets, and guidance on how to share with teachers and parents.		
August	Review assessments to be used for validity and reliability.		
September	Administer pre-test in the first 9 weeks.		
October	If applicable, communicate to parents and students (when age appropriate) the expected growth targets based on the pre-test.		
December	If applicable, administer end-of-semester tests within the last 6 weeks.		
January	Administer mid-year assessments for 3rd party assessments that have a mid-year test.		
January	Administer pre-test for semester-long courses within the first 6 weeks.		
February / March	Progress monitoring in preparation for end-of-year post-test		
April	Begin EOY testing, as applicable		
May	Complete all end-of-year testing within the last 12 weeks		
May	For tests with scores available by end of this month, determine the percentage of a teacher's students who met or exceeded their expected growth target based on the post-test		

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## PORTFOLIO

Month	Action	Complete	Notes
August	Share with teachers the dates for completion of the portfolio skill progression rubric.		
August	Determine which class/classes of students will be included in the portfolio (can be all students or a representative subset of students).		
August	Review with teachers the process for teachers to use student work from the beginning of the year to assess where each student's entering skill level falls on the skill progression rubric.		
August	Review with teachers the process to determine expected growth targets for students based on their beginning-of-year skill level on the skill progression rubric.		
September	Approve Portfolio Skill Progression Rubrics.		
September	Determine expected growth targets.		
September	Communicate expected growth targets.		
October / November	Ensure teachers are collecting student artifacts for portfolios. Spot-check some teachers' artifact collection for student portfolios to ensure the artifacts being collected align to the skill focus of the portfolio and to the skill progression rubric.		
December	Monitor any end-of-semester work products/projects that need to be included in the student portfolios.		
January	Teachers review student progress toward meeting expected growth targets by the end of the year.		
January	Portfolio Rater(s)/Appraiser conducts a security review of Portfolios.		
February - April	Ensure all teachers have a body of evidence for their respective group of students included in the portfolio and on track to meet the required number set by the district by EOY.		
May	Finalize all student artifacts included in the portfolio.		
May	Train portfolio scoring team and norm on ratings.		
May	Evaluate all student portfolios using the Skill Progression Rubric to determine the EOY skill level for each student.		
May	Determine the percentage of a teacher's students who met or exceeded their expected growth based on the Skill Progression Rubric.		

## SLO

Month	Action	Complete	Notes
August	Share deadlines for completion of SLO Skill Statement, Initial Skill Profile, and Targeted Skill Profile with teachers.		
August	Determine which class/classes of students will be included in the SLO (can be all students or a representative subset of students).		
August	Share deadlines for approval of SLO Skill Statement, Initial Skill Profile, and Targeted Skill Profile with appraisers.		
September	Approve SLO Forms (including the Skill Statement, Initial Skill Profile, and Targeted Skill Profile).		
September	Communicate expected growth targets.		
October / November	Ensure teachers are collecting student work for the SLO body of evidence.		
October / November	Spot-check some teachers' SLO body of evidence for a few or their students to ensure the student work is being collected and is aligned to the SLO Skill Statement.		
December	Monitor any end-of-semester work products/projects that need to be included in the SLO body of evidence		
January	Conduct mid-year conferences for SLOs.		
February / March	Ensure all teachers have a body of evidence for their respective group of students included in the SLO and on track to have 5 by EOY.		
April	Ensure there are the required pieces of evidence.		
May	Finalize body of evidence for all students included in the SLO.		
May	Determine the percentage of a teacher's students who met or exceeded their expected growth based on the Targeted Skill Profile.		