**ABC School District – On-Going Progress Monitoring Practices and Procedures:**

**Roles and responsibilities of specific program/district personnel regarding:**

Who has what level of access to child data in GOLD?

 **Special Education Director and Preschool Coordinator will have Administrator access to GOLD.**

What method/means will be used in collecting and entering documentation in child portfolios?

**ABC School District encourages teachers to use a variety of methods of documentation including written anecdotal notes and photos of work samples. Teachers can use checklists or the On the Spot Recording Tool for the objectives specified by this tool…….**

Who will finalize data for each child by three checkpoint dates?

**Teachers are responsible for finalizing data for all children in their classes no later than (insert date that is on or before state required dates). …..**

Who will make changes to child portfolios as needed (adding children, transferring, archiving, exiting)?

**Teachers are responsible for adding new children in GOLD. Staff members with Administrator access are responsible for archiving portfolios of children that have left ABC School District……**

What is the assessment process for children not in district classroom (i.e. Head Start, itinerant provider) and who is responsible?

**GOLD Assessments for children that receive speech therapy on a weekly basis but do not attend a classroom will be completed by the speech language pathologist.**

**GOLD assessments for children with IEPs that are placed in XYZ Head Start will be completed by their staff. ABC School District will verify that this data has been finalized each season by contacting \_\_\_\_\_\_\_\_\_\_\_.** (*Districts can either arrange for online access to verify this or ask for the Head Start to email copies of reports that reflect finalized data to the district*).

**District/Program practices regarding:**

 Deadline dates or calendar for any/all tasks related to GOLD

**Teachers must have finalized data for all children by (insert date on or before state required dates). Administrators will generate an Assessment Status Report a week prior to the state checkpoint dates to ensure that teachers are on track to finalize data on time.**

 Use of child name, photos and videos in documentation

**ABC District requires teachers to use child initials only when entering documentation in GOLD. Photos and videos may be uploaded but must include a statement to explain what is taking place as it relates to the objectives in GOLD. Teachers must not upload any photos or videos that include children that do not have signed parental permission to have photos and videos taken.**

 Use of Spanish Language and Literacy objectives

**ABC School District will not assess children in their development of language and literacy in Spanish. However, we will use Objectives 37 and 38 for the acquisition of English when determined appropriate by the Home Language Survey in GOLD.**

 Granting online access and sharing information with families – extent and format

**ABC School District has chosen at this time to not grant families online access to their child portfolios. However, we will be creating Family Conference forms in GOLD to share with parents on conference dates.**

 Amount and types of documentation required for each objective

**Teachers are required to enter AT LEAST one piece of documentation (notes, photo with note, etc.) that is connected to every objective in GOLD each season. Administrators will periodically generate Documentation Reports for all teachers to ensure that sufficient documentation is being entered for every child each season.**

Use of weekly planning forms

 **Teachers are not required to use Weekly Planning Forms in GOLD, but may choose to do so.**

Appropriate use of “Not Observed” rating

**Teachers should refrain from using Not Observed unless a child has excessive absences. Excessive absences is defined as missing XX number of days in a single season in GOLD. Teachers should confer with Administrators before choosing Not Observed for any other reason.**

(**\*\*\*Note\*\*\*** Choosing “Not Observed” for any objectives/dimensions will prevent a child’s data from being included in federal report to Office of Special Education Programs. Please only use this option in situations of excessive child absences.)