



Move On When Reading

ARIZONA DEPARTMENT OF EDUCATION
K-12 Academic Standards
www.azed.gov/mowr

Literacy Assessment Data Submission Guidance

As part of the Move on When Reading (MOWR) A.R.S. §15-211, schools are required to submit current literacy assessment data on the reading proficiency of all students in grades K-3. This data is submitted to ADE by October 1st, February 1st, and June 1st every year.

*Note: Charter schools and districts with letter grades of C, D, or F submit literacy plans and literacy data every year. Charter schools and districts with letter grades of A or B only submit every *odd* year, for example, the 2019-2020 school year.

As reminder, data submission is a two-step process. Once data are entered by the School Approver, who then sends it to the district level, the LEA Approver reviews and approves the data and then submits it to ADE.

*Please note that the two steps must be completed for submission by the LEA Approver, even by single-site charters or districts.

Step 1: Entering School-Level Assessment Data

The following steps provide directions for entering your school's assessment data.

1. Log in to [ADEConnect](#) and select the Move On When Reading hyperlink to enter the MOWR portal, first as your school entity.

- [Move On When Reading](#)

*For those individuals with both School Approver and LEA Approver permission status for MOWR, there will be **two MOWR portal links** in ADEConnect. Choose the link for the school entity to begin the data entry process.

2. Verify that you are logged in as the School Approver in the upper right-hand corner.



3. Locate heading: **'My Action Items, Forms Due to District/Charter'** at the top of the homepage. Find the **'Literacy Assessment Data'** box on right side next to the Literacy Plan.



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My Action Items, Forms Due to District/Charter ← W=Working | R=Rejected | S=Submitted

Literacy Plan
Click below to open your school's Literacy Plan.
Due Date: 12:00 AM - 1, Oct 2019
School LP 2019-2020 Window - Last Changed: Never

Literacy Assessment Data
Click below to open your school's Literacy Assessment Data.
Due Date: 12:00 AM - 1, Oct 2019
School LA 2019-2020 Window 1 - Last Changed: Never

- Click on the [blue text hyperlink](#) to open your school's literacy assessment data for the current year and submission window. Only School Approvers have access to enter or update school level data.

My Action Items, Forms Due to District/Charter W=Working | R=Rejected | S=Submitted

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Click below to open your school's Literacy Plan.
Due Date: 12:00 AM - 1, Oct 2019
School LP 2019-2020 Window - Last Changed: Never

Literacy Assessment Data
Click below to open your school's Literacy Assessment Data.
Due Date: 12:00 AM - 1, Oct 2019
School LA 2019-2020 Window 1 - Last Changed: Never

***Note:** The portal will only display the link to enter data when the submission window is OPEN. If data is not entered by the due date, the link will no longer be available and cannot be reopened. If a data submission window is missed, please contact the MOWR team at MoveOnWhenReading@azed.gov.

****Literacy assessment data is due for all schools 2019-2020 by Oct. 1, Feb. 1, and June 1.**

- Once a school assessment plan has been opened, use the pull-down menu for each grade level to indicate the assessment tool used.
 - If assessment tool is not in the pull-down menu, have your LEA approver email MoveOnWhenReading@azed.gov for verification before continuing.
 - Ensure same assessment tool is used across all three submission windows.**

Submission Due Date: 12:00 AM - 1, Oct :

Assessment Tools Used	1	2
Kindergarten	(Select One) ↓	
1st Grade	(Select One) ↓	
2nd Grade	(Select One) ↓	
3rd Grade	(Select One) ↓	



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- Enter the total number of students within each grade level scoring at benchmark, approaching benchmark, and significantly at risk for the current assessment period.

	Assessment Tools Used	Total number of students at benchmark	Total number of students approaching benchmark	Total number of students significantly at risk	Total number of students
Kindergarten	(Select One) ▼	0	0	0	0
1st Grade	(Select One) ▼	0	0	0	0
2nd Grade	(Select One) ▼	0	0	0	0
3rd Grade	(Select One) ▼	0	0	0	0

*Note: If an assessment tool is selected for a grade level, there must be a total number of students in one of the three student categories. The benchmark fields cannot all remain at zero (for all benchmark, approaching, and at-risk). If no students are currently in any one grade level, keep tool at (Select One).

Submission Due Date: 12:00 AM - 1, Oct 2018 Status: Working

	Assessment Tools Used	Total number of students at benchmark	Total number of students approaching benchmark	Total number of students significantly at risk	Total number of students
Kindergarten	DIBELS Next ▼	0	1	1	2
1st Grade	DIBELS Next ▼	2	1	1	4
2nd Grade	DIBELS Next ▼	1	0	2	3
3rd Grade	DIBELS Next ▼	0	0	0	0

After analyzing your literacy data for this submission period, please provide a narrative review of how students are performing, what needs are identified, and what actions or revisions will occur at the school level based on current student performance.

Students are adjusting well to the school year and demonstrate enthusiasm for learning. Students are progressing in reading and gaining skill and knowledge. Students are at a variety of learning levels. High quality instruction continues on a daily basis.

Don't forget to SAVE your work! Once all information is entered and checked for accuracy, click "Submit" and click "Yes".

- After all data have been entered in the table, provide a descriptive **narrative** in the text box below the data table.
 - This narrative should include a description of how students are performing, identified needs, and action steps that will occur based on current student achievement data.
 - Please do not include any identifying student information, but rather an overall look at the K-3 data trends school-wide.



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2nd Grade	Acadience Re	5	4	3	12
3rd Grade	(Select One)	0	0	0	0

After analyzing your literacy data for this submission period, please provide a narrative review of how students are performing, what overall needs are identified, and what actions or revisions will occur at the school level based on current student performance. *

(example)
There are no 3rd graders served this year.
Following the initial screening, our K-2 approaching and at-risk students have been further diagnosed for phonological and phonemic awareness deficits. K-2 teachers, as well as a reading specialist and paraprofessional conduct mixed grade level small group intervention for 30 minutes each day during a "What I Need" Tier II block. All students receive skill-specific intervention based on what they need. In addition, our at-risk students attend after school for 30 minutes a day of Ready intervention. These students are progress monitored weekly during after school by the reading specialist, and "What I Need" groups are reorganized as often as needed based on the data.
K-2 teachers receive three hours of Tier 1 Core reading instruction PD each month. Reading specialist and reading paraprofessional assist Tier 1 reading instruction for all K-2.

- Once all data and narrative is entered and accurate, click the blue **Submit** button in the lower right corner to send the data to the LEA approver.
 - The entries can also be saved and finished later by clicking the green **Save My Work** button.

Cancel	Save My Work	Submit
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Don't forget to SAVE your work! Once all information is entered and checked for accuracy, click "Submit" and click "Yes".

***Reminder: This step submits school data to the district level. The LEA approver will then review and accept all data for aggregation, then submit to the Arizona Department of Education's MOWR team. This applies to all schools and districts, including single-site charters and districts.**

- After submitting the data, you will be redirected to the homepage. The Literacy Assessment Data box should now indicate that you have no action items assigned.

Literacy Assessment Data
Click below to open your school's Literacy Assessment Data.

Due Date: 12:00 AM - 1, Oct 2019

You have no action items assigned at this time.
Check below in 'History' under the relevant tab for details.

- Once the school data has been submitted to the district level, you will receive an email confirming that the school data has been submitted.
 - You can always view previously submitted data and their status under the history section of the homepage.

History
Literacy Plans and Assessment Data Reports from previous years are below. Click the year you would like to review.

Literacy Plan **Literacy Assessment Data**

Name	Last Status	Last Status Change Date	Date Open
School LA 2019-2020 Window 1	Submitted To District /Charter	11:07 AM - 31, Jul 2019	12:00 AM



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*This is not the end of the process. In order to submit to ADE, an LEA Approver must complete the remaining steps.

Step 2: LEA's Reviewing and Accepting School Level Data

1. Log in to [ADEConnect](#) and select the hyperlink Move On When Reading to enter the MOWR portal underneath the LEA entity name.
 - [Move On When Reading](#)

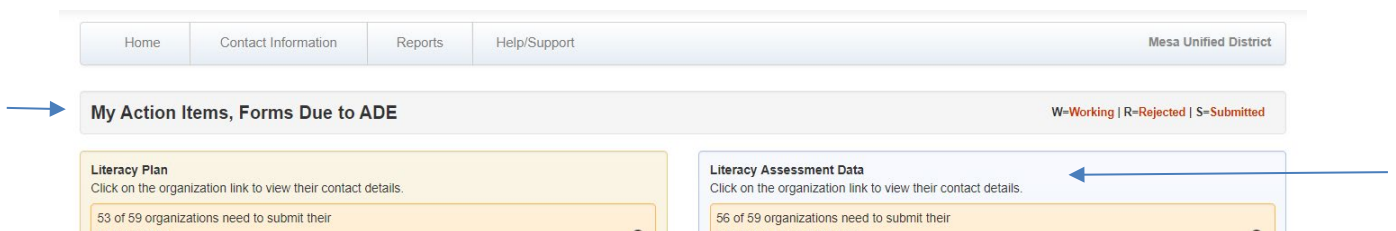
*For those individuals with both School Approver and LEA approver permission status for MOWR, there will be **two MOWR portal links** in ADEConnect. Choose the link for the district/charter entity to begin the data review process and submission to ADE.

2. Verify that you are logged in as the LEA Approver.

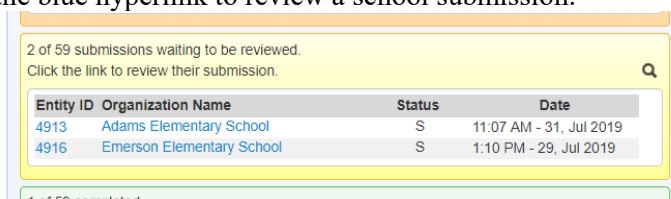


*Reminder: Data submission is a two-step process. Step one was completed at the School Approver permission level. Step two is completed at the LEA Approver level. LEA Approver will now review all data submissions, accept for aggregation, and review aggregated data before submitting to ADE.

3. Locate heading: 'My Action Items, Forms Due to ADE' and the 'Literacy Assessment Data' box on right side.



4. Locate all school submissions waiting to be reviewed in the yellow box under Literacy Plan. Click the blue hyperlink to review a school submission.





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- Review that all grade levels served this school year have the appropriate assessment tool selected and the accurate number of students at benchmark, approaching benchmark, and at risk.

***Assessment tools should be the same for all three data submission windows.**

- Read and approve school's data narrative.
 - This narrative should include a description of how students are performing, identified needs, and action steps that will occur based on current student achievement data.
- Use **Comments/Explanations** box on the right side to communicate with School Approvers.
 - Comments are not viewed by ADE at this point.

Comments / Explanations:

[Click here to add a comment or explanation.](#)

Mesa District: Wed Jul 31 2019
2nd grade shows 12 total students,
however you have 16. Please update your
numbers.

- If all school level data is accurate and complete, click the blue **Accept for Aggregation** button. If any corrections are needed, click the yellow **Reject** button at the bottom.

If the data is not acceptable, click "Reject" to return it to the school for corrections.

Once all information is approved, click "Accept for Aggregation" and then click "Yes".

- If School plan is accepted for aggregation, the school plan will now be a part of the aggregated district plan and removed from the yellow box on the homepage.

****Once all schools have been submitted, and reviewed, yellow box will show 0 submissions waiting to be reviewed, and all schools that have been reviewed will be a part of the district plan in the green box. If you are at this point, continue with steps below.**

0 of 59 submissions waiting to be reviewed.
Click the link to review their submission.

No submissions awaiting review

59 of 59 completed.

LAST STEP, YOU MUST COMPLETE!
When all submission reviews are completed, click below. Due Date: 12:00 AM - 1, Oct 2019

[Click here to combine all school submissions and submit to ADE](#)

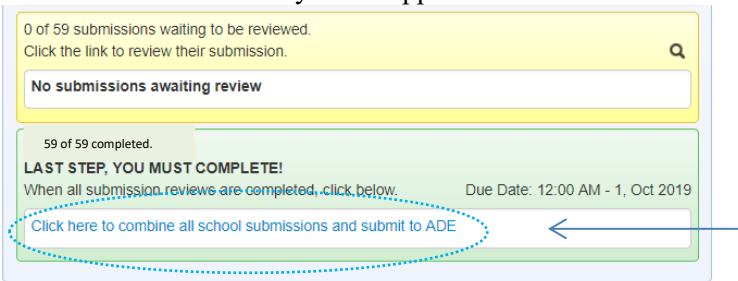


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Step 3: Submitting LEA Data to ADE

1. Once logged into ADEConnect and within the Move On When Reading portal as the LEA Approver, click on the blue text hyperlink “Click here to combine all school submissions and submit to ADE”.
 - a. You will now view all assessment data for all schools in a district/charter. Data is not editable by LEA Approver.



***Note:** The portal will only display the link to enter data when the submission window is OPEN. If data is not entered by the due date, the link will no longer be available and **cannot be reopened**. If a data submission window is missed, please contact the MOWR team at MoveOnWhenReading@azed.gov.

2. Review the aggregated (combined) number of students within each grade level scoring at benchmark, approaching benchmark, and significantly at risk for the current assessment period.

Data Submission Due: 12:00 AM - 1, Oct 2019				
Grade Level	Total Number of Students	At Benchmark	Approaching Benchmark	Significantly at Risk
Kindergarten	39	59.0%	28.2%	12.8%
1st Grade	41	53.7%	31.7%	14.6%
2nd Grade	38	65.8%	23.7%	10.5%
3rd Grade	26	76.9%	19.2%	3.8%

Once all information is approved, click "Submit to ADE" and then choose "Yes".

3. Click on the blue grade-level hyperlink to view a pop-up window with individual school assessment tools and assessment data.



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District/Charter Literacy Assessment

Mesa Unified District - Literacy Data Window #1

Please complete this spreadsheet by entering the district-wide total number of students, the number of students at the **Benchmark**, and **Significantly at Risk** on the literacy assessments data.

Grade	Total Students	At Benchmark	Approaching Benchmark	Significantly at Risk
Kindergarten	39			
1st Grade	41			
2nd Grade	38			
3rd Grade	26			

Kindergarten

District/Charter Literacy Assessment Data

Submission Due Date: 12:00 AM - 1, Oct 2019

School	Assessment Tools Used	Total Students	At Benchmark	Approaching Benchmark	Significantly at Risk	
Adams Elementary School	Acadience Reading (Formerly DIBELS Next)	13	3	6	4	Remove

Close

4. If any school needs to make corrections or changes, click on the red **Remove** button for that school only.
 - a. The school will now appear in the yellow review submissions' box and will need to be rejected by the LEA Approver again, to grant access back to the School Approver.
 - b. Submission process will need to be repeated.
5. All school narratives are viewed next to the organization name.

Organization Name	Comments
Adams Elementary School	(example) There are no 3rd graders served this year. Following the initial screening, our K-2 approaching and at-risk students have been further diagnosed for phonological and phonemic awareness deficits. K-2 teachers, as well as a reading specialist and paraprofessional conduct mixed grade level small group intervention for 30 minutes each day during "Meet Me!!" Time block. All students receive skill specific intervention based

6. Once all data and narratives are reviewed and approved, LEA Approver may add any final **Comments/Explanations** for MOWR team.
7. Click the blue **Submit to ADE** button under district data.
8. After submitting the data to ADE, you will be redirected to the home page. The Literacy Assessment Data box should now indicate that you have no action items assigned. No school level data will now be accessible.

Literacy Assessment Data

Click on the organization link to view their contact details.

0 of 0 organizations need to submit their Literacy Assessment data.

No pending submissions

0 of 0 submissions waiting to be reviewed. Click the link to review their submission.

No submissions awaiting review

0 of 0 completed.

LAST STEP, YOU MUST COMPLETE!

When all submission reviews are completed, click below. Due Date: 12:00 AM - 1, Oct 2019

No school submissions selected for aggregation. Check below in 'History' under the relevant tab for details.



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9. Once the LEA data has been submitted to ADE, you will receive an email confirming that the district data has been submitted.
 - a. District/charter Literacy Data is available to view for any submission window in the history portion of the homepage.

If you have any questions or need assistance with entering, reviewing, or submitting literacy assessment data, please contact moveonwhenreading@azed.gov or call 602-364-2355.