

This email contains important information for lead teachers in Georgia's Pre-K Program. If you are receiving this email and you are no longer a Pre-K lead teacher, [click here](#) to unsubscribe.

Dear Pre-K Teacher,

Now that Period 2 is well underway, all Period 1 Checklists should be finalized. See below for additional information.

- **NEW Pre-K** teachers who have not attended *2020-2021 New Lead Teacher Virtual Training Session 1 Assessment using Work Sampling* should gather assessment documentation on students through observational notes, work samples, matrices, and photos. New teachers who have not attended training are required to complete only the narrative portion of the Georgia's Pre-K Progress Report.
 - Helpful WSO Resources available to you include the *2020-2021 Work Sampling Online (WSO) Guidance Document*, *WSO Training Manual*, *FAQ for WSO Users* and more. To access, visit:
<http://www.decal.ga.gov/PreK/PreKChildAssessmentProgram.aspx>
 - *2020-2021 WSO Getting Started* webinar is designed for any teacher that has not already received WSO Training:
https://www.youtube.com/watch?v=wTi_lkO25qw&feature=youtu.be
- **RETURNING Pre-K** teachers who have completed their WSO checklists must ensure that checklists for all students in attendance during Period 1 are displaying at 100% complete **AND** are finalized. From the WSO home page click on "Manage Checklists." Next, from the "Guidelines & Checklists" page, click on the first or last name of each student listed. This will display a page containing Student information, Domains, and Indicators for Period 1 and Period 2. At the bottom of the Period 1 column, be sure to click, "Flag as Final" as indicated in the graphic below. Be sure to retain printed copies of completed and finalized checklists in students' files.

Domain	Period 1	Period 2
I Personal and Social Development	12/12	0/12
II Language and Literacy	3/16	0/16
III Mathematical Thinking	12/12	0/12
IV Scientific Thinking	12/12	0/12
V Social Studies	10/10	0/10
VI The Arts	4/4	0/4
VII Physical Development, Health, and Safety	7/7	0/7

The screenshot shows a progress bar for Period 1 at 82% complete, with a red circle around the text '82% Complete'. Below the progress bar is a blue button labeled 'Flag as Final'. A red arrow points from the text '82% Complete' to the button. Another red arrow points from the text 'Flag as Final' to the button. The Period 2 column shows 'Not Started' with a corresponding 'Flag as Final' button.

- Refer to the [How to Create A Checklist](#) document for instructions for creating, finalizing, and printing checklists.

- Printing Copies of Narrative Summary Reports and Developmental Checklists
 - Traditional Model and Hybrid Model: Teachers should print a copy of the Narrative Summary Report and Developmental Checklist for the students in their class.
 - Full distance Model: Teachers should download and save a copy of the Narrative Summary Report and Developmental Checklist for the students in their class. When students and teachers return to the classroom, the teacher should print Narrative Summary Reports and Developmental Checklists.

Thank you,
Georgia's Pre-K Assessment Team