

WSO End of the Year Guidance for Directors
Georgia's Pre-K Program
April 21, 2020

As you are aware, Georgia's Pre-K programs are closed through the remainder of the 2019-2020 school year. However, it is important to complete child assessment information and provide families information regarding their child's progress. The following is guidance for bringing closure to *Work Sampling Online* (WSO).

This guidance is intended for programs with teachers that have completed WSO training and have the materials necessary for implementing WSO (computer, connectivity to high speed internet and student assessment data). If the shelter in place order is lifted, it would be appropriate for teachers to return to the site to complete assessment duties; however, that is not necessary if teachers are able to complete from home.

The following tasks should be completed by June 30th. If you have concerns with your teachers' ability to complete these tasks, please contact your Pre-K Specialist to discuss potential solutions.

WSO Developmental Checklist

Teachers should review assessment data already gathered and enter ratings. It may not be possible for teachers to rate all the indicators due to early closure of Georgia's Pre-K. Any items without a rating should be marked DNO (Did not Observe). Period 2 checklist ratings should be finalized.

WSO Narrative Summary Report

Teachers should review finalized checklist ratings and complete the Narrative Summary Report. Due to the impact of COVID-19 on student attendance, teachers should not enter attendance information on the Narrative Summary.

Family Conferences/Sharing Assessment Information with Families

Information on each child's performance including the WSO Narrative Summary should be shared with parents or guardians by June 30, 2020. Family conferences which are normally held in person may be done via a web-based platform (i.e. Skype, Zoom, etc.) or by phone. If programs and/or families are unable to arrange remote meetings, Narrative Summary reports can be distributed to families electronically or through the mail. Teachers are not required to obtain parent signatures on the Narrative Summary Report.

Each Pre-K program is responsible for developing a written process for how children's performance will be shared with families. The process should include the method for providing information to parents (remote meeting, email, mail, etc.), when the information will be provided, and how family conferences/sharing of information will be documented. Programs should share their written process with teachers and provide teachers the contact information for parents.

Programs should maintain a copy of their written process for review by DECAL staff.

Printing Copies of Narrative Summary Reports and Developmental Checklists

Programs should not require teachers to print copies of the 2019-2020 Development Checklist and Narrative Summary Report for students in their class.

Pre-K programs are not required to retain the following 2019-2020 student assessment data for a minimum of three years as specified in section 4.7 of the *Pre-K Providers' Operating Guidelines*:

- The Work Sampling System P-4 Developmental Checklist
- Work Sampling Online Narrative Summary

Additional Information

Teachers should NOT archive their entire class. Students should be left as “active.”

If you have questions about this end of the year guidance for WSO, contact your Pre-K Specialist.