******Georgia’s Pre-K Program

Instructional Quality (IQ) Guide for Assessment

***Work Sampling Online Teacher Timeline***

***Reporting Period 1(FALL)***

**Today’s Date:**

**Site Name:** **Teacher Name:**

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| **PRE-PLANNING** | Review the FAQ for the IQ Guide for Assessment (WSO).  Ensure that all assessment materials are in working order and accessible.  (The camera or tablet is in the classroom and high-speed internet access is available and working)  Report any issues to the program director/principal.  Enter the GAPREK Class ID as the WSO class name. **DO NOT CHANGE YOUR CLASS**  **NAME – THIS IS A UNIQUE IDENTIFIER ASSIGNED TO YOU BY OUR DATABASE.** |
| **September 1st-9th** | Enter student information for your class into WSO. |

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| **WEEKLY THINGS TO DO** | * Student assessment documentation must be entered and linked to indicators weekly (observational notes, work samples, photos, and data from matrices.) * Review linked documentation and rate indicators on the WSO Developmental Checklist. * Archive any student that has disenrolled from your class. * Submit a WSO help ticket at this link if help is needed with adding a new student to your WSO roster: <https://www.decal.ga.gov/Prek/WSO_Logging.aspx> Update children’s GAPREK ID’s as needed. |
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| **WEEK 17-18**  **DUE:** | Review all supporting documentation and WSO Developmental Checklist.  All indicators should be rated and finalized.  Complete the Narrative Summary Report online (including attendance) and print for  the parent conferences  Conduct the required family conferences and obtain parent signatures.  Keep a copy of the Narrative Summary Report on site for 3 years. |

***Teacher Signature:*** ***Date:***      /     /

***Director/Reviewer Signature:*** ***Date:***      /     /

******Georgia’s Pre-K Program

Instructional Quality (IQ) Guide for Assessment

***Work Sampling Online Teacher Timeline***

***Reporting Period 2(SPRING)***

**Today’s Date:**

**Site Name:       Teacher Name:**

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| **WEEKLY THINGS TO DO** | * Student assessment documentation must be entered and linked to indicators weekly (observational notes, work samples, photos and completed matrices) * Review linked documentation and rate indicators on the WSO Developmental Checklist. * Archive any student that has disenrolled from your class. * Submit a WSO help ticket at this link if help is needed with adding a new student to your WSO roster: <https://www.decal.ga.gov/Prek/WSO_Logging.aspx> * Update children’s GAPREK ID’s as needed. |

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| **WEEK 17-18**  **DUE:** | Review all supporting documentation and WSO Developmental Checklist.  All indicators should be rated and finalized.  Print a copy of each child’s completed WSO Developmental Checklist.  Keep on site for 3 years.  Complete the Narrative Summary Report online (including attendance) and print for  the parent conferences.  Conduct the required family conferences and obtain parent signatures.  Keep a copy of the Narrative Summary Report on site for 3 years. |

***Teacher Signature:*** ***Date:***      /     /

***Director/Reviewer Signature:*** ***Date:***      /     /