******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:***      /     /