READ 4-12 Cohort Data Collection Instructions

1. Make sure all of the students on the template have been assessed.
2. In the highlighted field, Column H
   Enter 0 (no READ plan meaning tested at grade level reading proficiency)
   Or   Enter 1 (yes, still on a READ plan not at grade level proficiency YET)

Student READ Plan Status – For any student identified with an SRD during the spring assessment window or at any time throughout the school year, is a REA plan in place? For students who have never been identified has having an SRD enter 2 "N/A" since READ plans are only applicable to students who score belo the cut score for determination of an SRD.

0	No
1	Yes

3. Do NOT add or remove students. Do Not touch any other columns.
4. Email Willyn with any questions before you submit.
5. Do not change the name of the file (unless it is v2 for a second attempt version added at the end of the date)
6. Upload to the G-Drive READ > Cohort SY23 folder (or email to the person in your school who has access to do that for you.
7. Email Willyn that it is uploaded.
8. Deadline on or before May 19th
9. Don't leave for summer without giving Willyn a summer contact email/phone if you have not yet received an error free congratulations email from Willyn.
10. Enjoy your summer~