PALS-K Around the Year 2014-15

Welcome back to a new school year! Below you will find detailed information about PALS administration.

FALL 2014

Screening Window	October 13 – November 7*
Last Day for Score Entry	November 21

*Please consult with your PALS District Rep for specific dates.
Teachers administer the assessment within a contiguous two-week period. (ten instructional days)

	Administrators & Reading Personnel:	Teachers Administering PALS-K:
August	• Verify that teachers are using PALS-K Form B for the 2014-15 school year. Distribute assessment kits to new teachers and consumable packs to returning teachers. • Determine and communicate screening window to teachers. • Remind teachers to review the *PALS-K Administration and Scoring* online tutorial at pd.casenex.com. New teachers are required to view this course and pass the quiz. Update PALS authorized users to reflect changes in staff by adding or removing school or district roles, and removing unused accounts from your district.	• PALS-K Form B will be used for the 2014-15 school year. Please store your Form A Teacher Set for use next school year. • Review materials found in your PALS-K Form B Teacher Set. • Check with your PALS District Rep or building administrator for your specific screening window dates. • Review the *PALS-K Administration and Scoring* online tutorial at pd.casenex.com.
September	• Send reminder for teachers to review the *PALS-K Administration and Scoring* online tutorial (Wisconsin course session). • Distribute information about appropriate accommodations. • Remind teachers of the assessment schedule and classroom coverage plan. • Distribute the PALS district registration code. This is necessary for any new K teachers to register their PALS Online Score Entry and Reporting System accounts.	• Review *PALS-K Administration and Scoring* online tutorial (Wisconsin course session) before the assessment window. • Determine which students will need accommodations according to their IEPs. • Confirm with your PALS District Rep the assessment schedule and classroom coverage plan. • Start teaching the PALS-K COW rhyme as early as the first day of school (using the picture sheet only).
October	• Encourage teachers to review the *PALS-K Online Score Entry and Reporting System* online tutorial. • Remind teachers to log into their PALS Online accounts and set up their class lists. • Monitor assessment and score entry to ensure assessing is being done within the screening window and scores are being entered thoroughly.	• Complete your review of the *PALS-K Administration and Scoring* online tutorial. • Organize materials for administration. • Review the *PALS-K Online Score Entry and Reporting System* online tutorial. • Determine whether you will enter scores with the Online Assessment Wizard (OAW) or use traditional score entry or use the PALS OAW iPad app. • Log into your PALS Online account, create your class list, and check the student information for accuracy. • Administer PALS-K (Form B) during your two-week window. • Enter scores into your PALS Online account by November 21.

November	• Send reminder to teachers to:
	   o Complete administration by November 7.
	   o Enter all data into their PALS Online accounts by November 21.
	• Encourage teachers to view *Using PALS-K Data to Drive Instruction* online course.
	• Conduct a data meeting to review results and plan instruction and intervention.
		• Complete administration by November 7.
		• Complete online score entry by November 21.
		• View *Using PALS-K Data to Drive Instruction* online course in order to analyze data collected and determine type of instruction needed.

Mid-Year 2015 (optional)

Screening Window	January 12 – February 20*
Last Day for Score Entry	February 20

*Please consult with your PALS District Rep for specific dates.
Teachers administer the assessment within a contiguous two-week period (ten instructional days).

	Administrators & Reading Personnel:	Teachers Administering PALS-K:
December	• Fall 2014 district data is still available in your PALS Online account. • Mid-Year materials (Form C) will become available for download during December. • Determine whether teachers will download materials and print, or materials will be copied centrally and distributed. • Communicate instructions regarding Mid-Year screening window. • Determine and communicate which tasks will be administered, if applicable.	• Check with District PALS Rep or building administrator regarding Mid-Year materials and screening window. • Add any new students to your PALS Online account class list. • Determine who will be assessed and what tasks will be used, if applicable.
January	• Encourage teachers to view the *Monitoring Student Progress with PALS* online course. • Send reminder of screening window to teachers. • Monitor assessment and score entry to ensure assessing is being done within the screening window and scores are being entered thoroughly.	• View *Monitoring Student Progress with PALS* online course for more information about the Mid-Year assessment and how to use PALS Quick Checks. • Prepare PALS-K Mid-Year materials (Form C), which are downloadable from your PALS Online account. • Determine whether you will enter scores using the Online Assessment Wizard (OAW) or the traditional score entry method or use the PALS OAW iPad app. • Administer PALS-K (Mid-Year) during your two-week window.

February	• Monitor assessment and score entry to ensure assessing is being done within the screening window and scores are being entered thoroughly.
	• Send reminder to teachers to:
	   o Complete administration by February 20.
	   o Enter all data into their PALS Online accounts by February 20.
		• Complete administration by February 20.
		• Enter scores into your PALS Online account by February 20.

March	• Mid-Year data continues to be available from your PALS Online account.
	• Encourage teachers to use Mid-Year data to inform instruction.
		• View online reports available to:
		   o Monitor individual student progress.
		   o Review class strengths and needs, to inform your planning and instruction.
		   o Determine whether intervention for at-risk students is working or needs to be intensified.

SPRING 2015

Screening Window	April 27 – May 22*
Last Day for Score Entry	June 5

Please consult with your PALS District Rep for specific dates.
Teachers will administer the assessment within any contiguous two-week period (ten instructional days).

	Administrators & Reading Personnel:	Teachers Administering PALS-K:
April	• Notify teachers of established screening window. • Review information about appropriate accommodations. • Determine and communicate administration schedule to teachers.	• Check with PALS District Rep or building administrator for your screening window. • Determine which students will need accommodations according to their IEPs. • Add any new students to your PALS Online account class list. • Organize materials for administration (Form B). • Start teaching the PALS-K COW rhyme (picture sheet only).

May	• Monitor assessment and score entry to ensure assessing is being done within the screening window and scores are being entered thoroughly.
	• Send reminder to teachers to:
	  o Complete administration by May 22.
	  o Enter all data into their PALS Online accounts by June 5.
		• Determine whether you will enter scores using the Online Assessment Wizard (OAW) or the traditional score entry method or use the PALS OAW iPad app.
		• Administer PALS-K (Form B) during your two-week window.
		• Complete administration by May 22.
		• Enter scores into your PALS Online account by June 5.

June	• Monitor assessment and score entry to ensure assessing is being done within the screening window and scores are being entered thoroughly. • Print out and save any online reports needed for students' cumulative files.	• Enter scores into your PALS Online account by June 5. Print out and save any online reports needed for students' cumulative files.
July	• Spring 2015 data continues to be available from your PALS Online account until mid-July.	

IMPORTANT WEBSITE & CONTACT INFORMATION:

www.palswisconsin.info
Up-to-date information regarding Wisconsin implementation for administrators, teachers and parents.

pd.casenex.com
    Professional Development site
    Username: (your school email address)
    Password: (you created)

www.palsk8.com
    PALS Online Score Entry website
    Username: (your email)
    Password: (must include at least eight characters, a number and a special character)

PHONE: (888) 728-7257
EMAIL: support@palshelp.com

(See inside for detailed information about PALS administration.)