Kindergarten: 10 Steps to PALS Implementation

1. For the 2014-15 school year please use PALS-K Teacher Set (Form B). PALS-K Form A (used in 2013-14) and Form B (used in 2012-13) are equivalent forms and Wisconsin will alternate forms each year. Your PALS District Rep will supply you with PALS-K Form B Consumables. Please retain your PALS-K (Form A) Teacher Set for use in 2015-16.

2. Go to www.palswisconsin.info to familiarize yourself with the PALS Wisconsin Resource Center. This site will allow you to keep up to date with further information about PALS implementation.

3. Go to the professional development website pd.casenex.com and log into your account (create a new account if you are a new teacher).   All tutorials and courses are posted here. Review courses you enrolled in last year and enroll in new courses you are interested in taking.

4. Check with your PALS District Rep regarding your assessment schedule, including the screening window dates and score entry deadline.

5. Organize your assessment materials.

6. Go to wi.palsk8.com and log into your PALS Online account. You may verify and update your personal information at the site. New K teachers may register their PALS Online account anytime using the PALS district registration code supplied by your PALS District Rep or school administrator.

7. Once logged in, find your students' names in the left-hand box or under the link to *Add Students from Your School to Your Class* in order to create your PALS Class List. (Note: If your district did not upload student information at the district level, your students will not be found in the system until after the WI upload of student information; this will occur prior to the start of the Fall screening window. Please check with your PALS District Rep for student upload status).

8. Administer PALS-K to your students during the established screening window.

9. Enter scores into your PALS Online account.

10. View and/or print your reports.

After all teachers have entered fall student data, conduct a PALS data meeting with colleagues and view the *Using PALS-K Data to Drive Instruction* online course. This course is posted at pd.casenex.com.