

PALS-PreK 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	<ul style="list-style-type: none"> Distribute PALS-PreK Teacher Sets to new teachers and PALS-PreK consumables to returning teachers. Verify that all teachers have administration materials. Remind teachers to review the <i>PALS-PreK Administration and Scoring</i> tutorial online at pd.casenex.com. New teachers are required to view this course and pass the quiz. Determine and communicate the screening window to teachers. Update PALS authorized users to reflect changes in staff by adding or removing school or district roles, and removing unused accounts from your district. 	<ul style="list-style-type: none"> Verify that you have all PALS-PreK testing materials needed. Returning 4K teachers will receive PALS-PreK Consumable Sets to replace consumable pieces from last year's PALS-PreK Teacher Sets. Review <i>PALS-PreK Administration and Scoring</i> tutorial online at pd.casenex.com. Check with your PALS District Rep or building administrator for your specific screening window dates. Familiarize yourself with materials found in your PALS-PreK Teacher Set.
September	<ul style="list-style-type: none"> Send reminder for teachers to review the <i>PALS-PreK Administration and Scoring</i> online tutorial (WI version). 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 new teachers to register their PALS Online Score Entry and Reporting System accounts. 	<ul style="list-style-type: none"> Review the <i>PALS-PreK Administration and Scoring</i> online tutorial (Wisconsin version) before the assessment window. Determine which students will need accommodations or modifications according to their IEPs. Confirm the assessment schedule and classroom coverage plan with your PALS District Rep.
October	<ul style="list-style-type: none"> Remind teachers to review the <i>PALS-PreK Administration and Scoring</i> tutorial. Encourage teachers to view the <i>PALS-PreK Online Score Entry & Reporting System</i> 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. 	<ul style="list-style-type: none"> Complete your review of the <i>PALS-PreK Administration and Scoring</i> online tutorial. Organize materials for administration. Review the <i>PALS-PreK Online Score Entry & Reporting System</i> online tutorial. Determine whether you will enter scores with the Online Assessment Wizard (OAW), use the traditional score entry or use the PALS OAW iPad app. Log into your PALS Online account, set up your class list, and check the student information for accuracy. Administer PALS-PreK during your two-week window. Enter scores into your PALS Online account by November 21.
November	<ul style="list-style-type: none"> Send reminder to teachers to: <ul style="list-style-type: none"> Complete administration by November 7. Enter all data into their PALS Online accounts by November 21. Encourage teachers to view or review the <i>Using PALS-PreK Data to Drive Instruction</i> online course. Conduct a data meeting to review results and plan instruction. 	<ul style="list-style-type: none"> Complete administration by November 7. Complete online score entry by November 21. View <i>Using PALS-PreK Data to Drive Instruction</i> 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	<ul style="list-style-type: none"> Fall 2014 district data is still available from your PALS Online account. Mid-Year materials will become available for download during December. Determine whether teachers will download materials and print, or materials will be copied centrally and distributed. PreK teachers only need the Mid-Year Child Summary Sheets and Class Summary Sheet. Communicate instructions regarding Mid-Year screening window. Determine and communicate which tasks will be administered, if applicable. 	<ul style="list-style-type: none"> Check with your PALS District Rep or building administrator regarding the Mid-Year materials and screening window. Add any new students to your PALS Online account class list. Determine which tasks will be administered if applicable.
January	<ul style="list-style-type: none"> Encourage teachers to view the <i>Monitoring Student Progress with PALS</i> online course. Send reminder to teachers about the Mid-Year screening window. Monitor assessment and score entry to ensure assessing is being done within the screening window and scores are being entered thoroughly. 	<ul style="list-style-type: none"> View the <i>Monitoring Student Progress with PALS</i> online course for more information about the Mid-Year assessment. Administer PALS-PreK (Mid-Year) during your two-week window. 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.
February	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Complete administration by February 20. Enter all data into their PALS Online accounts by February 20. 	<ul style="list-style-type: none"> Complete administration by February 20. Enter scores in your PALS Online account by February 20.
March	<ul style="list-style-type: none"> Mid-Year data continues to be available from your PALS Online account. Encourage teachers to use mid-year data to inform instruction. 	<ul style="list-style-type: none"> View online reports available to: <ul style="list-style-type: none"> Monitor individual student progress. Review class strengths and needs, to inform your planning and instruction.

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 administer the assessment within a contiguous two-week period (ten instructional days).

	Administrators & Reading Personnel:	Teachers Administering PALS-K:
April	<ul style="list-style-type: none"> Notify teachers of established screening window. Determine and communicate administration schedule to teachers. Review information about appropriate accommodations. 	<ul style="list-style-type: none"> 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.
May	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Complete administration by May 22. Enter all data into their PALS Online accounts by June 5. 	<ul style="list-style-type: none"> 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-PreK during your two-week window. Complete administration by May 22. Enter scores into your PALS Online account by June 5.
June	<ul style="list-style-type: none"> 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 reports needed for students' cumulative files. 	<ul style="list-style-type: none"> Complete online score entry by June 5. Print out and save any online reports needed for students' cumulative files.
July	<ul style="list-style-type: none"> Spring 2015 data continues to be available from your PALS Online account until mid-July. 	

IMPORTANT WEB SITE & CONTACT INFORMATION:

www.palswisconsin.info

Up-to-date information regarding Wisconsin PALS implementation for administrators, teachers and parents.

pd.casenex.com

Professional development website

Username: (your school email address)

Password: (you created)

www.palsk8.com

Online Score Entry website

Username: (your email)

Password: (must include at least eight characters, a special character and a number)

PHONE: (888) 728-7257

EMAIL: support@palshelp.com

(See inside for detailed information about PALS administration.)