PALS 1-3 Around the Year 2014-15

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

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FALL 2014

Screening Window	September 15 - October 10*
Last Day for Score Entry	October 24

*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 1-3:
August	• Distribute PALS 1-3 Form B Teacher Sets to first and second grade teachers administering PALS 1-3. • Notify teachers of the *PALS 1-3 Administration and Scoring* tutorial online at pd.casenex.com. All second grade teachers and new first grade teachers are required to view this course and pass the quiz. • Determine and communicate 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.	• Expect arrival of PALS 1-3 Form B Teacher Set from your PALS District Rep. First grade teachers should store Form A to be used again in 2015-16. • Review materials found in your PALS 1-3 Form B Teacher Set. • First and second grade teachers preparing to administer PALS for the first time are required to view the *PALS 1-3 Administration and Scoring* tutorial and pass the quiz at pd.casenex.com. Returning first grade teachers are encouraged to review *PALS 1-3 Administration and Scoring*. • Check with PALS District Rep or building administrator for your specific screening window dates.
September	• Send reminder for teachers to complete the *PALS 1-3 Administration and Scoring* online tutorial (Wisconsin course session). • Distribute information about appropriate accommodations. • Remind teachers of the assessment schedule and classroom coverage plan. • Encourage teachers to view the *PALS 1-3 Online Score Entry and Reporting System* online tutorial. • Distribute the PALS district registration code for your district. This is necessary for second grade teachers and new first grade teachers to register their PALS Online Score Entry and Reporting System accounts. • 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 the *PALS 1-3 Administration and Scoring* online tutorial (Wisconsin course session) before the assessment window. • Determine which students will need accommodations according to their IEPs. • Be aware of the assessment schedule and classroom coverage plan. • View the *PALS 1-3 Online Score Entry and Reporting System* online tutorial. • Second grade teachers please use the PALS district registration code obtained from your PALS District Rep, log into your PALS Online account, set up your class list, and check the student information for accuracy. First grade teachers log into the account you created last year, set up your class list, and check the student information for accuracy. • Organize materials for administration. • Determine whether you will enter scores with the Online Assessment Wizard (OAW) or use traditional score entry or use the PALS OAW iPad app. • Administer PALS 1-3 during your two-week window. • Enter scores into your PALS Online account by October 24.
October	• Send reminder to teachers to: ○ Complete administration by October 10. ○ Enter all data into their PALS Online accounts by October 24. • Encourage teachers to view the *Using PALS 1-3 Data to Drive Instruction* online course. • Conduct a data meeting to review results and plan instruction and intervention.	• Complete administration by October 10. • Complete online score entry by October 24. • View *Using PALS 1-3 Data to Drive Instruction* online course in order to analyze data collected and determine type of instruction needed.
November	• Encourage teachers to view the *Monitoring Student Progress with PALS* course online at pd.casenex.com in order to become familiar with PALS Quick Checks (progress monitoring tools), downloadable from their PALS Online accounts. • Encourage teachers to use PALS Electronic Lesson Plans (downloadable from their PALS Online accounts) for small group literacy instruction.	• Familiarize yourself with PALS Quick Checks (progress monitoring tools-downloadable from your PALS Online account) by viewing the *Monitoring Student Progress with PALS* course online at pd.casenex.com. • Determine which students you will need to monitor for progress using PALS Quick Checks. • Familiarize yourself with PALS Electronic Lesson Plans (downloadable from your PALS Online account).

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 1-3:
December	• Fall 2014 district data is still available in your PALS Online account. • Mid-Year materials (Form C) will become available for download. 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 your PALS District 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 to teachers about screening window. • Monitor assessment and score entry to ensure assessing is being done within the screening window and scores are being entered thoroughly.	• View the *Monitoring Student Progress with PALS* online course for more information about the Mid-Year assessment and how to use PALS Quick Checks. • Prepare PALS 1-3 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 1-3 (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: ○ Complete administration by February 20. ○ Enter all data into their PALS Online accounts by February 20.	• Complete administration by February 20. • Enter scores in 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: ○ Monitor individual student progress. ○ Review class strengths and needs, to inform your planning and instruction. ○ Determine whether intervention for at-risk students is working or needs to be intensified. • Determine which students you will need to progress monitor using PALS Quick Checks.

(888)-728-7257   support@palshelp.com

SPRING 2015

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

Teachers administer the assessment within a contiguous two-week period.
*Please consult with your District Assessment Coordinator for specific dates.

	Administrators & Reading Personnel:	Teachers Administering PALS 1-3:
April	• Notify teachers of established screening window. • Determine and communicate administration schedule to teachers. • Review information about appropriate accommodations.	• 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	• 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 1-3 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 reports needed for students' cumulative files.	• Complete online score entry 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 WEB SITE & CONTACT INFORMATION:

www.palswisconsin.info
Up-to-date information regarding Wisconsin 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.)