

Fidelity Checklist: Student Data Folders & Student Summaries

Observer: _____ Date: _____		Comments
<input type="checkbox"/>	Has a student data folder been created with a cover/title for each student?	
<input type="checkbox"/>	Is there a table of contents in the front of each binder/folder?	
<input type="checkbox"/>	<p>Are these required items included?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Student Summary <input type="checkbox"/> IEP <input type="checkbox"/> Evaluations (PT, OT, SLP, Psych) <p><u>The following information will be added later:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Reinforcement inventory <input type="checkbox"/> Literacy Assessments <input type="checkbox"/> Math Assessments <input type="checkbox"/> Collaboration with Related Services per individual needs such as: communication, assistive technology, Functional Behavior Assessment and accompanying Behavior Intervention Plan, Personal care (feeding, toileting, sensory schedules), specialized equipment (mobility, hearing, vision, etc) & medical or health information <input type="checkbox"/> Completed data sheets (IEP goal progress, Behavior, Routines) 	
<input type="checkbox"/>	Has the student data folder been updated based on your team's expectation of frequency for updating? (at minimum, quarterly)	
<input type="checkbox"/>	When was the Student Summary updated last? If this is being used as a lesson plan, it should be updated	

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	weekly. Otherwise, they should be updated at least quarterly.	
<input type="checkbox"/>	Has there been collaboration with related service providers? One way to know is to ask related services team members if their discipline's data is included on the summary.	
<input type="checkbox"/>	If you require lesson plans separate from this document, does the information on the summary match the lesson plan?	
<input type="checkbox"/>	If your team is using this as a lesson plan, can you go to the station identified and see evidence of instruction and data collection on the topics listed on the Student Summary?	
Total steps completed/Total steps		%

	3	2	1
Potential Rubric	Implemented	Partially Implemented	Not Implemented

<p>TESS Alignments</p> <p>1b: Demonstrating knowledge of students</p> <p>4b: Maintaining accurate records</p>	<p>High Leverage Practices</p> <p><u>Collaboration</u> <i>HLP 1 - Collaborate with professionals to increase student success.</i></p> <p><u>Assessment</u> <i>HLP 4- Use multiple sources of information to develop a comprehensive understanding of a student's strengths and needs.</i> <i>HLP 5- Interpret and communicate assessment information with stakeholders to collaboratively design and implement educational programs.</i> <i>HLP 6- Use student assessment data, analyze instructional practices, and make necessary adjustments that improve student outcomes.</i> <i>HLP 11 -Identify and prioritize short and long-term learning goals.</i></p>
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