Project Prepare

Task Analysis
Student Data Folders & Student Summaries

1	**For physical folder*, gather these materials:** ☐ 3-ring binders: 1 for each student (2-3" recommended) ☐ Dividers labeled to match Table of Contents ☐ Table of Contents-1 copy in each binder ☐ Cover/Title for each binder with student's name **For electronic formats determine platform you will use and how you will label/organize**
2	**Data to Include** ☐ Student Summary ☐ IEP ☐ Evaluations (PT, OT, SLP, Psych) ☐ Reinforcement inventory ☐ Literacy Assessments ☐ Math Assessments ☐ 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 ☐ Completed data sheets (IEP goal progress, Behavior, Routines)
3	**Update Student Data Folders** ☐ Add new data when available ☐ Remove outdated information ☐ Refer back to your team's action plan for frequency of updates (at minimum, quarterly)
4	**Make a copy of the Student Summary** for each student (digital or paper)
5	**Customize the headings on the Student Summary** per building/district expectations (i.e: if your district requires a certain literacy assessment, you'll want to include that in the headings)
6	**Additional headings for Student Summary-collaborate with related service providers to identify.** Examples: ☐ Communication systems & strategies ☐ Assistive technology ☐ Personal care needs (feeding, toileting, sensory schedules) ☐ Specialized equipment (mobility, hearing, vision, etc) ☐ Medical/Health Care Plan-school nurse

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7	**Fill out the Student Summary** for each student using the data in their Student Data Folder. ☐ Be as specific as possible (i.e: If a student has mastered 21/26 lowercase letter sounds, include which letter sounds they still need to work on) ☐ Identify the IEP objective(s) that the student is currently working on for each subject area ☐ Identify the next tasks/skills from the curriculum or progress monitoring assessments that you use for each subject area ☐ Include adaptive behavior and/or functional routine goals
8	**Add each student's Student Summary to their Student Data Folder** (digital/physical)
9	**Update Student Summaries** ☐ Refer back to your team's action plan for frequency of updates ☐ Add new data to reflect skills mastered ☐ Add new skills to be targeted next ☐ Remove outdated information

TESS Alignments	High Leverage Practices

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