

# Principal Checklist

By When	To Do	Done	Not Done	Next Steps
June 10	Determine who will be part of the parent professional development training team to work with ERESA and other districts			
June 10	Introduce all staff on 3 <sup>rd</sup> grade reading bill and its impact			
Summer	Determine alternative day schedule for next year – what is cut from day? (ie. is the reading block a ‘must do’ on alternative schedule days?)			
Summer	Determine alternative week schedule - on short weeks, what is cut from the reading program across a grade level? (ie. if Monday is always day 1, and it is a four day week – how do we ensure all skills have been taught, practiced, monitored, and given feedback for the week?)			
Summer	Build intervention time/schedule for classroom teachers to intervene with below benchmark students			
Summer	Create a tracking system to ensure Individual Reading Plan has been created for all below benchmark students (with parent input)			
Summer	Create a tracking system to ensure a Read at Home plan has been created and shared with below benchmark student parents			
Summer	Create a universal screening schedule to screen all students			

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Summer	Create a refresher schedule for before each benchmark window to refresh administering staff on screener to ensure fidelity			
Summer	Create a diagnostic assessment schedule to assess all below benchmark students			
Summer	Determine with district how selected staff will be trained on diagnostic tools			
Summer	Create schedule for data meetings to discuss universal screening results for each window (F/W/S)			
Summer	Create a schedule for teachers, interventionists, and literacy coach to meet to discuss progress monitoring data, instruction, and adjustments (every 6-8 weeks)			
Summer	Work with district to create a progress monitoring system to determine assessors, to ensure communication between assessor and teacher, to share books from one year to the next, to determine level and type of assessment given			
Summer	Determine parent training dates and post on district calendar and website			
July/August	Schedule a meeting with literacy coach(es) to discuss school year and plan			
August	Create a meeting schedule/team for Reading Leadership team			
August	Ensure all teachers have been trained on Individual Reading Plan and Read at Home plan tools			

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August	Meet with literacy coach(es) to discuss school year			
August/ September	Educate all parents on 3 <sup>rd</sup> grade reading bill and its impact (focus on K-1 parents)			
August/ September	Ensure all teachers have been trained on core reading program			
August/ September	Ensure all title teachers/paras/etc. have been trained on expected interventions			
August/ September	Create a district/building procedure to include a check out for students who transfer out of district to ensure IRP, RAH, and intervention tracking form are put into CA-60			
September	Work with literacy coach to build an intervention schedule based on student data			
October	Work with literacy coach/district for professional development schedule to align to district data needs once fall & winter data returns (after early Sep)			
Spring	Create a district/building procedure to ensure IRP, RAH, and intervention tracking form are placed into student's CA-60			