

Steps to Follow when Closing Out a Student Growth Objective



Step 1

- Determine a “ready to assess” date (because you feel that the material has been covered and/or the skill has had sufficient practice time).

Step 2

- Administer and score the post assessment.

Step 3

- Create a document that lists the following:
 - Student Name (or ID #)
 - Score on Pre-Assessment (if applicable)
 - Score on any mid-year or practice data (this is optional)
 - Score on Post-Assessment
 - Met Target/Did Not Meet Target (this is the final column)

Step 4

- Review the *Scoring Plan* section of your SGO
- Determine how many students in the cohort met the *Target Score*.
- Note: The only changes that can be made to the SGO would involve if a student was no longer in the class after the February mid-year review.
- Note – In order for a student to be exempt from an SGO for attendance, they need to have missed **70%** of the course). Work with your SGO if the course is a marking period or semester course (and attendance is an issue).

Step 5

- Contact your SGO administrator to review the data.

Step 6

- SGO administrator reviews all assessment data to determine *Results of Student Growth Objective*.
- Note: Staff members do not need to bring a copy of every post assessment; however, the SGO administrator may ask to see a few post assessments.

Step 7

- SGO administrator fills out the bottom portion of the SGO form (and assigns a score based on the data presented).
- Staff member and SGO administrator discuss (and note) any changes made to the SGO after initial approval, successes, challenges, lessons learned, and steps to improve for next year (this is written on the SGO form).
- Staff member and SGO administrator sign the document.

Step 8

- SGO administrator sends original copy of signed SGO to Mrs. Bach in the Superintendent's Office (for personnel file).
- SGO administrator notes final score(s) in Google Drive.

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