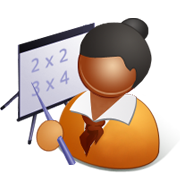
Checklist for reporting non-proficient students



* Give the original assessment.

If any student receives a 69 or below:

* Write the assessment title and date on the blue non-proficiency form given by the data collection teacher.
* Record the name and score of each student who received a 69 or below on the assessment.
* Prepare a retest of the skill (i.e., copy the test over, make up a few new questions).
* Give the retest to the student(s) that made a 69 or below.

If the student still makes a 69 or below:

* Record the retest score in your grade book if it is higher than the original score, but do not exceed a score of 80.
* Find the non-proficient form.
* Write the retest score for the student(s).
* Submit form after weekly assessments.