

Rooted in Efficiency: Streamlining Campus, District, and State Testing Documentation



Student Assessment Department:
Shana Keller, Taryn Meier, and Rebecca Munson



Student Assessment Department



Shana Keller
Director of Testing

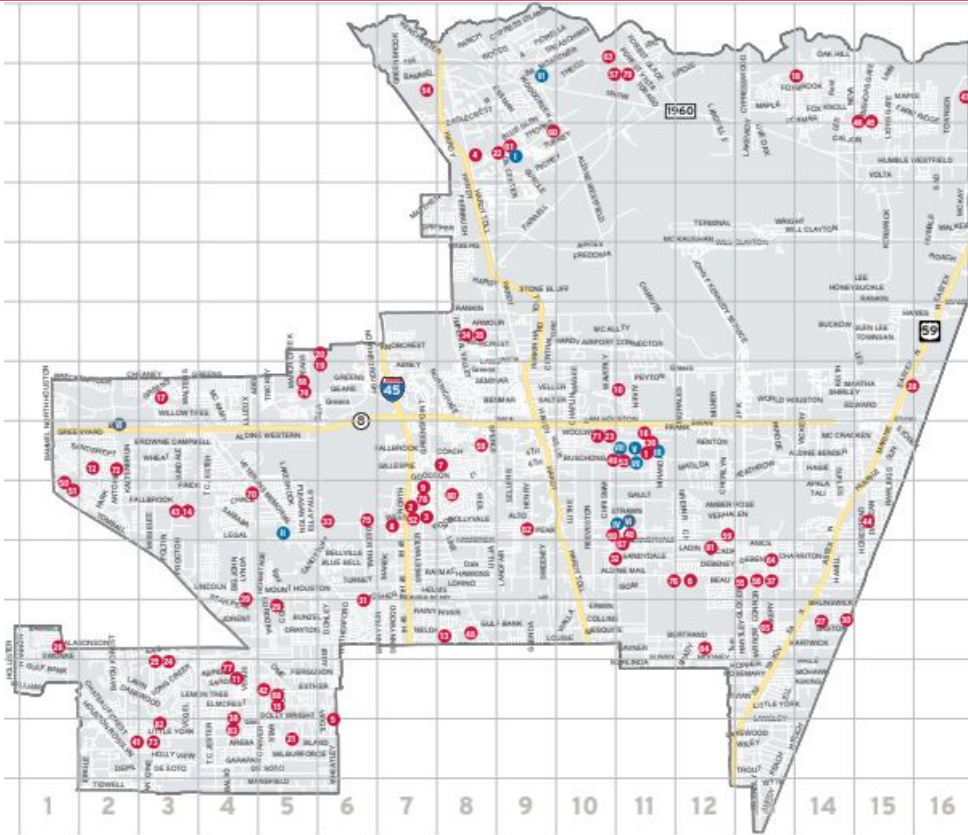


Taryn Meier
Program Director of Testing



Rebecca Munson
Program Director of Testing

About Aldine ISD



Title I School District



12th largest in the state



84 Schools



57,000 Students



95 ADS & ADS Liaisons

Aldine School Demographics

Primary Schools



- 12 Primary Campuses
 - 12 ADS Liaisons
- Serving around 6,000 students in Early Childhood Special Education, PK3, PK4, and Kindergarten

Elementary Schools

Middle Schools

Ninth Grade Schools

High Schools

Liaison (n)

1. communication and cooperation which facilitates a close working relationship between people or organizations; a channel for communication between groups

Aldine Backgrounds

Primary Schools

Elementary Schools



Middle Schools

Ninth Grade Schools

High Schools



- 35 Campuses
 - 18 ADSs
 - 35 ADS Liaisons
- About 19,000 students in grades 1-5

Aldine Backgrounds

Primary Schools

Elementary Schools

Middle Schools →

Ninth Grade Schools

High Schools



- 15 Campuses
 - 13 ADSs
- Serving around 12,000 students in grades 6-8

Aldine Backgrounds

Primary Schools

Elementary Schools

Middle Schools

Ninth Grade Schools →

High Schools



- 5 Campuses
 - 5 ADSs
- Serving around 6,000 students in grade 9

Aldine Backgrounds

Primary Schools

Elementary Schools

Middle Schools

Ninth Grade Schools

High Schools



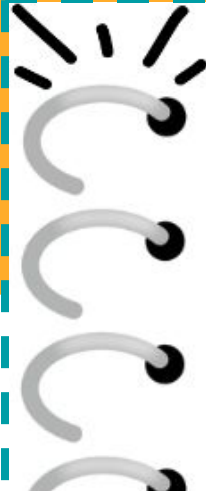
- 5 Comp. (10-12), 6 Specialized (9-12), and 1 Alt. (3-12)
 - 12 ADSs
- Serving around 14,000 students in grades 9-12



Focus Groups

Glows, Grows, and Suggestions


You're Invited!



ADS

FOCUS GROUP

Noun
A diverse group of people assembled to participate in a guided discussion about a particular product before it is launched, or to provide ongoing feedback.



Be our guest.



FOCUS GROUP

Noun

A diverse group of people assembled to participate in a guided discussion about a particular product before it is launched, or to provide ongoing feedback.

to help us
school year.
Please join us on May 14 for our first meeting.
Time is TBD.



Thank You



Created Talking Points

May 16, 2024

- Welcome
 - Icebreaker- **Got it; Love it.** What's your favorite material object that you use every day?
 - Description of Focus Group
 - Goal
- Start, Stop, Continue
 - Each ADS will have 3 minutes to discuss their SSC for each section
 - Data
 - Campus Documentation
 - State Reporting Form
 - Training Schedule
 - Trainings/Meetings
- Topics for Next Meeting-June 12, 2024
 - Training Schedule
 - DSD Rotation Schedule
 - Suggestions

June 12, 2024

- Welcome
 - Icebreaker- What song do you sing along to every time it comes on the Radio?
- Follow-up
 - 24-25 [Training Schedule](#)
 - DSD Rotation Schedule
 - State Reporting Form/Documentation Form
 - PPSGMs and Eduphoria (1 hour)
 - ??
 - Decision Ed report on discipline, etc.?
 - HS HB1416 with initial testers (worktime)
 - Data (student groups)
 - Formula, Access, Excel
 - Data Protocol
- Start, Stop, Continue
 - Each ADS will have 3 minutes to discuss their SSC for each section
 - Campus Plans
 - CBPL Layout
 - Evaluation Systems
 - Website
 - Newsletter
 - Security
- Next meeting- Do we need another focus group?
 - Are there other topics we need to discuss
 - Changes throughout the school year

Start, Stop, Continue

Focus Group Feedback

Review the items listed below and reflect on what we could start, stop, or continue for the focus group.

START: What could we add to increase the effectiveness of the tasks?
 STOP: What is not effective, not working? Suggestions on alternatives?
 Continue: What is not broken, therefore does not need to be fixed?

Tasks	Start 
Data	
Campus Documentation	
State Reporting Form	
Training Schedule	
Trainings/Meetings	



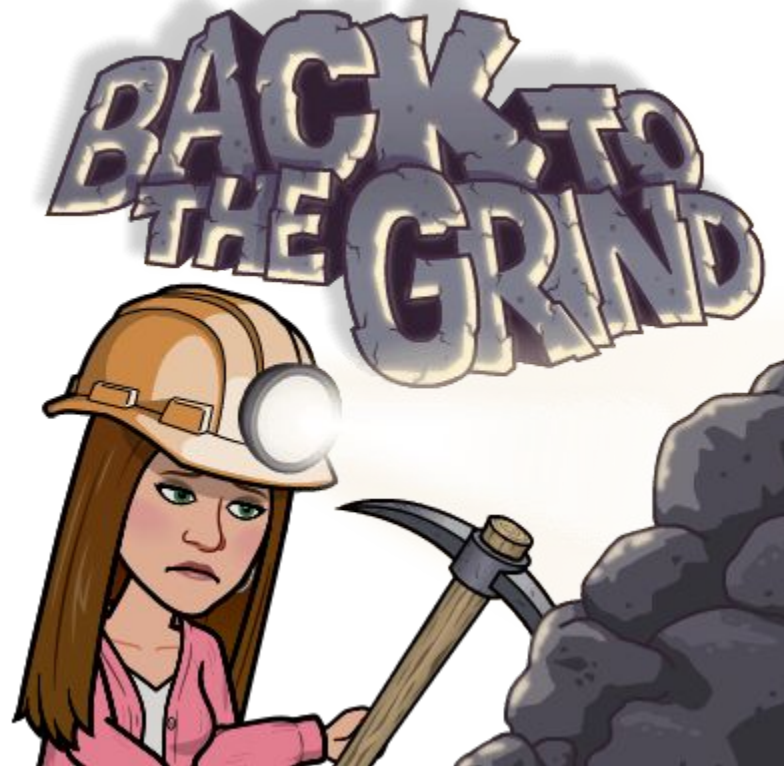
Focus Group Feedback on ADS Items

Review the items listed below and reflect on what we could start, stop, and continue for all tasks listed. Be prepared to share your ideas with the focus group.

START: What could we add to increase the effectiveness of the tasks?
 STOP: What is not effective, not working? Suggestions on alternatives?
 Continue: What is not broken, therefore does not need to be fixed? The process or task works just as intended.

Tasks	Start 	Stop 	Continue 
Campus Plans			
CBPL Layout			
Evaluation System			
Website			
Newsletter			
Security			

Team Discussion



Aldine's State Reporting



State Reporting Form

One stop shop for all campuses to submit the following:

- ● Irregularity
- ● New Students
- ● Remove Students
- Supplemental Aid Approval
- Pause Status
- DNR
- Order Additional Materials (Paper)



The screenshot shows the top portion of a web form. At the top is the Aldine Independent School District logo, featuring a stylized 'A' with a triangle and the text 'ALDINE Independent School District'. Below the logo is the title '2024-2025 State Test Reporting Form' and a note: 'ADSs will use this form all STATE Testing.' The user's email 'smkeller@aldineisd.org' is displayed with a 'Switch account' link and a cloud icon. A disclaimer states: 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.' A red asterisk indicates required questions. The form has three input fields: 'Email *' with a text input containing 'Your email', 'Campus Name *' with a dropdown menu showing 'Choose', and 'Test Administration *'.

State Reporting Form

Broken down into sections

- Main Section: Campus, Assessment, & Submission
- Type of Submission
 - Directs them to a new section

The screenshot displays a user interface for selecting a submission type. At the top, there is a header 'Type of Submission' with a menu icon to its right. A dropdown menu is open, showing 'Multiple choice' as the selected option. Below the header is a list of submission types, each with a radio button, a delete icon (X), and a description of the section it leads to. The list items are:

Type of Submission	Action	Section
<input type="radio"/> Submit an Irregularity	X	Go to section 18 (Irregularity Reporting)
<input type="radio"/> Add Student into TIDE	X	Go to section 15 (Add New student into TIDE)
<input type="radio"/> Order Additional Mate...	X	Go to section 16 (Additional Materials)
<input type="radio"/> Pause Status	X	Go to section 13 (Paused Status)
<input type="radio"/> Supplemental Aid App...	X	Go to section 5 (Supplemental Aids Approval Request)
<input type="radio"/> Special Administration...	X	Go to section 4 (Special Administration Request)
<input type="radio"/> Remove student from ...	X	Go to section 3 (Remove student from TIDE)
<input type="radio"/> DNR (Do Not Report)	X	Go to section 2 (DNR (Do Not Report))
<input type="radio"/> Add option or add "Other"		

At the bottom right of the interface, there are icons for a clipboard and a trash can, followed by a 'Required' toggle switch which is currently turned on (red), and a menu icon.

Organizing Responses

Questions Responses **124** Settings

In 2023-2024 we had almost 3,000 responses.

Form Responses 1
Add Student TIDE
Remove from TIDE
Order Additional Materials

Timestamp	Campus Name	Test Administration	Campus Principal Name (first and last):	ADS Name (first and last):	On which assessment did the incident occur?	Date of Incident:	Time of Incident:	Description of Incident
8/28/2024 13:30:46	Oleson Elementary School	MAP BOY	[REDACTED]	[REDACTED]	Grades 3-8 Math	8/28/2024	8:50am	Students were assigned the incorrect language for 3rd grade math dual language. Diddy Voss brought the issue to the RTI teacher Julia Perez, the RTI teacher terminated the tests before creating a new session in Spanish.
8/28/2024 14:15:36	Carter Elementary School	MAP BOY	[REDACTED]	[REDACTED]	NWEA MAP Assessments	8/28/2024	9:28	The wrong test was assigned to the student.
8/28/2024 14:20:58	Carter Elementary School	MAP BOY	[REDACTED]	[REDACTED]	NWEA MAP Assessments	8/28/2024	9:42 am	The teacher Created a new roster instead of using the roster created in train student arrive she accidentally assigned him the wrong test. She then terminated of asking for help.
9/27/2024 12:44:01	Nimitz Ninth Grade School	TFAR	[REDACTED]	[REDACTED]		9/2/2009	9/27/2024	hrmacneill@aldineisd.org Out of District

Autocrat

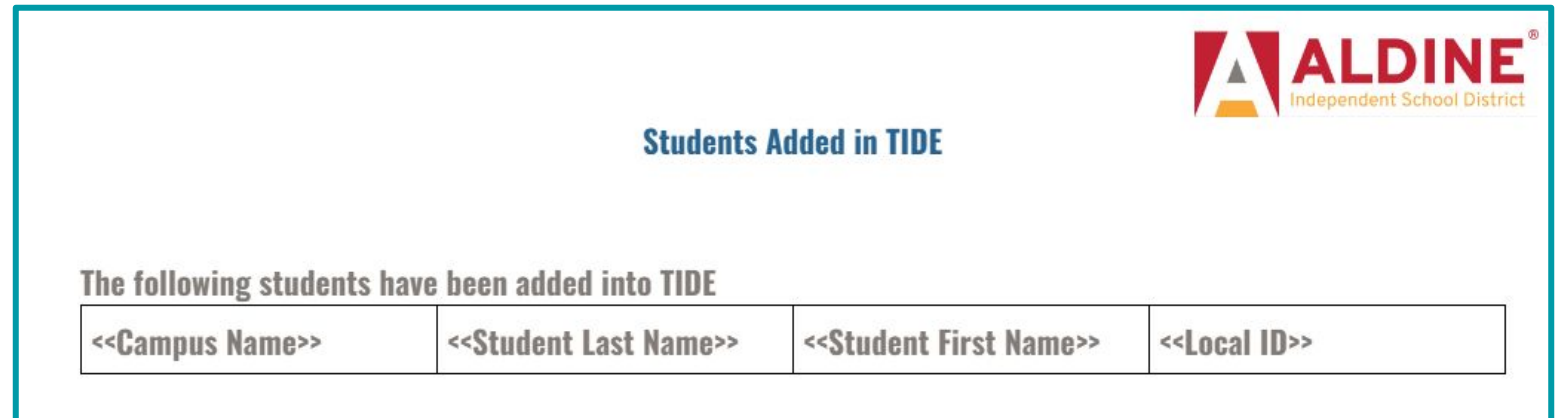
What is Autocrat?

Autocrat is a Google Workspace Marketplace app that merges data from spreadsheets into documents or PDFs. It can be used to automate the creation and sharing of personalized documents. Autocrat can also send emails automatically, and it can be triggered to run when new forms are submitted.



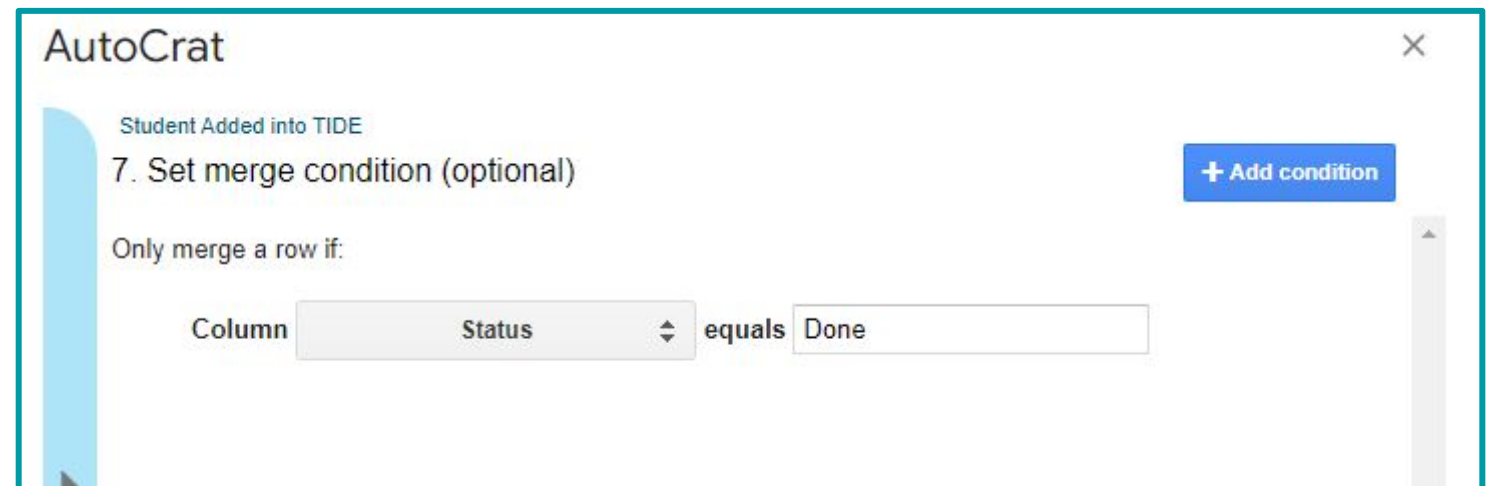
Notifications-Autocrat

- Simple Document
- Change Status to Done
- Autocrat runs on timer
- Gets emailed to the ADS



The screenshot shows an email notification from ALDINE Independent School District. The subject is "Students Added in TIDE". The body text reads "The following students have been added into TIDE" followed by a table with four columns: "<<Campus Name>>", "<<Student Last Name>>", "<<Student First Name>>", and "<<Local ID>>".

<<Campus Name>>	<<Student Last Name>>	<<Student First Name>>	<<Local ID>>
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The screenshot shows the AutoCrat configuration interface. The title is "AutoCrat". Below the title, it says "Student Added into TIDE". There is a section "7. Set merge condition (optional)" with a "+ Add condition" button. Below this, it says "Only merge a row if:" followed by a configuration: "Column" with a dropdown menu showing "Status", "equals" with a dropdown menu showing "Done".

Security Oaths



Question Pro

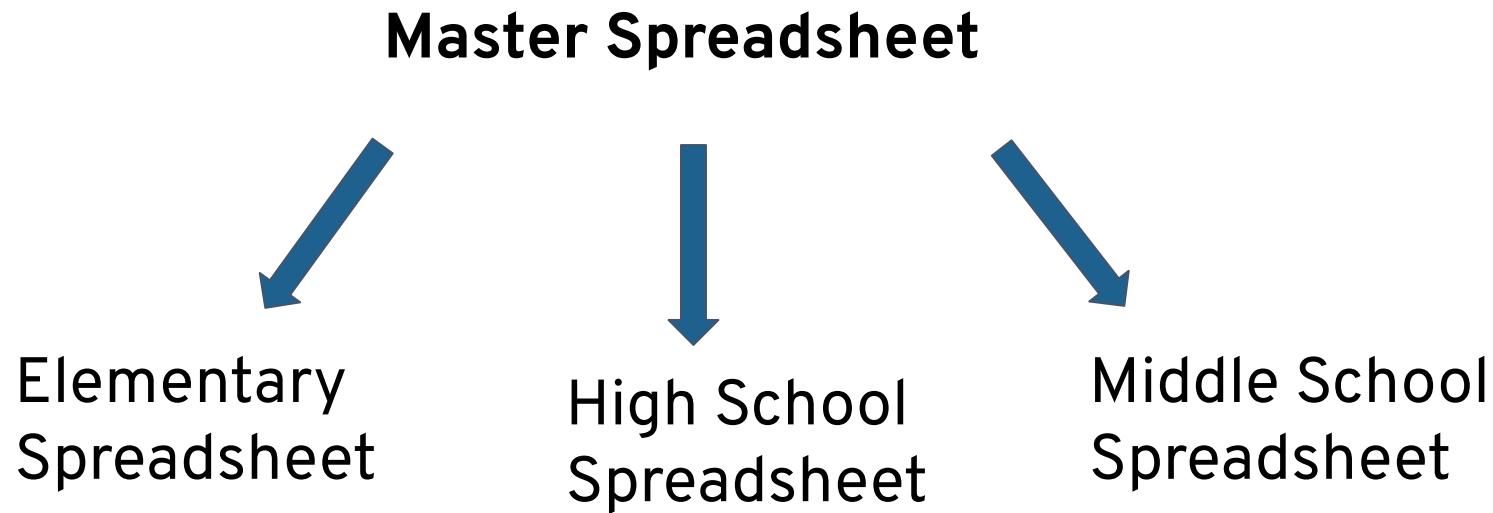
Each year we go back to the survey and make adjustments accordingly:

- School Year
- Any verbiage changes



2024-2025 OATH OF TEST SECURITY AND CONFIDENTIALITY

Oath Spreadsheets



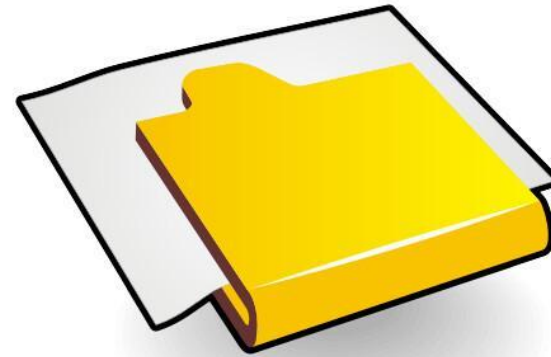
Autocrat

Created three different jobs based on the different portions of the oath.

The screenshot shows the AutoCrat application window. At the top left is the title "AutoCrat" and a close button "X". Below the title is the section "Existing Jobs". There are three job entries, each in a light gray box with a shadow. The first entry is "Certified", the second is "Non-Certified", and the third is "ADS". Each entry has a set of icons to its right: a play button, an edit pencil, an eye with a slash (hide), a trash can, an envelope (email), and a clock (schedule). At the bottom right of the window is a red button labeled "NEW JOB". At the bottom left, there are links for "Help Guide" and "Manage triggers".

After Autocrat Runs...

- Copy of the Oath is sent to the Staff Member via Email
- Copy of the Oath is dropped in the campus folder for the ADS



Autocrat-Steps to creating

Select the naming scheme of the files you will be creating

The screenshot displays the Autocrat configuration interface with several steps highlighted by orange boxes:

- Step 7:** "7. Set merge column" with a dropdown menu showing "Column".
- Step 9:** "9. Add/remove job triggers" with options for "Run on form trigger" (Yes/No) and "Run on time trigger" (Yes/No). The "Run every" dropdown is set to "one hour".
- Step 6:** "6. Add dynamic folder reference (optional)" with a text field containing "Folder ID Column: << FolderID >>".

Other visible elements include a "Certified" status indicator, a "+ Add condition" button, a "Choose folder" button, and a "+ Reference" button. At the bottom, there are input fields for "ALDINE ISD" and "Enter your County-District Number (XXXXXX)".

Folder ID Generator

Certified

6. Add dynamic folder reference (optional)

+ Reference

Folder ID Column: << FolderID >>

Folder Name Part 1	Email Address(es) for Permissions (separate by a comma and a space, for multiple email addresses)	Folder Link	Permissions Added?
Aldine High School - Accelerated Instruction Parent Notification 23-24	ecbrown-robinson@aldineisd.org	1qc62FWaV8dh508XFIRJOG-bhwrEej_vZ	22/08/23 @ 20:09:47
Aldine Middle School - Accelerated Instruction Parent Notification 23-24	armcgruder@aldineisd.org	1In8mnBdYDI3crmaxmNF4NgsKeUia9QYo	22/08/23 @ 20:09:51
Aldine Ninth Grade School - Accelerated Instruction Parent Notification 23-24	tshorter@aldineisd.org	1-9flt5xZkCj3zI_XbwjGQnZMApV2Mm6x	22/08/23 @ 20:09:54
Anderson Academy - Accelerated Instruction Parent Notification 23-24	scfigueroa@aldineisd.org	18dH75WsXRpnw3YzEq6138dIHq4L9Oa92	22/08/23 @ 20:09:58
Avalos P-TECH School - Accelerated Instruction Parent Notification 23-24	eqramirez@aldineisd.org	1I_Ss9BqOh6jdhHA7ohAjNQOYJrdsdLOh	22/08/23 @ 20:10:01
Black Elementary School - Accelerated Instruction Parent Notification 23-24	aweeden@aldineisd.org	18Erkqxp04vqKTaeD6ROQIAV8tQjG5wE9	22/08/23 @ 20:10:04

Folder ID Generator

Generates any amount of folders in one location automatically

- Create a copy of the original
- Change the folder name
- Verify email is for the current ADS
- Under Admin-select create folders

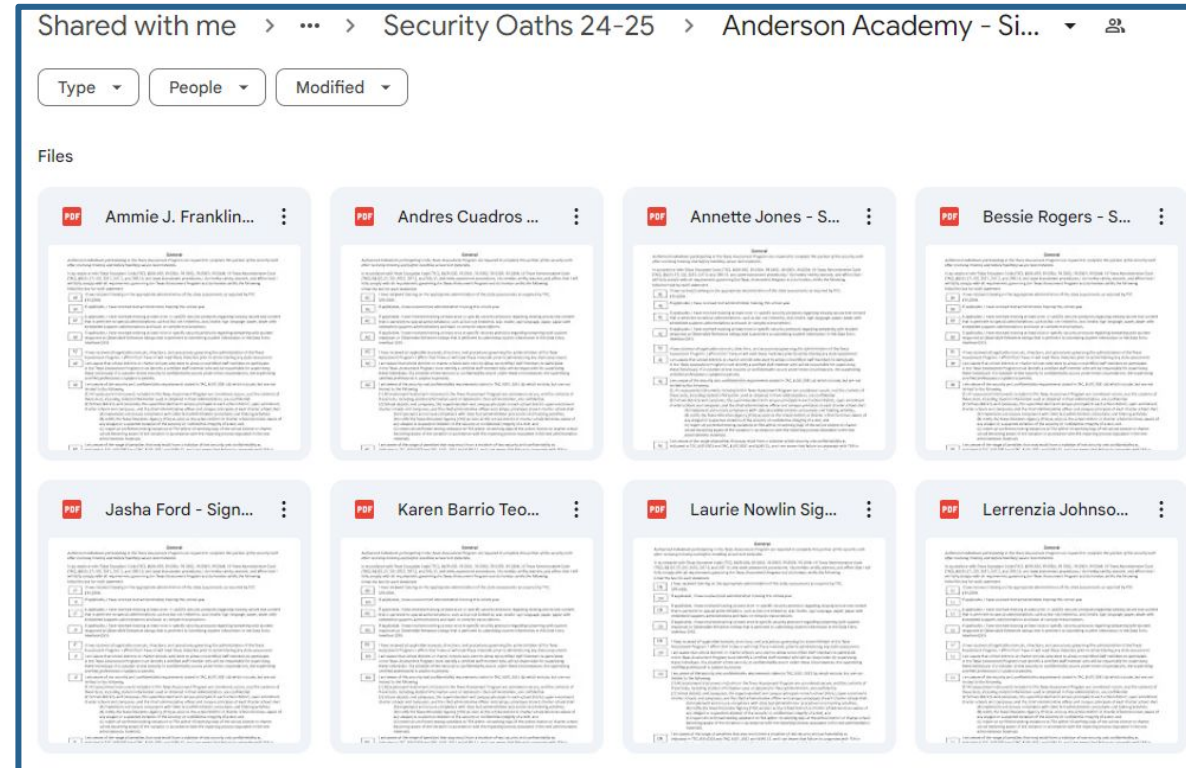
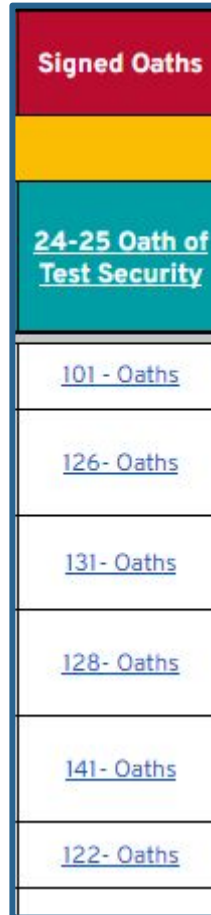


Folder Name Part 1	Email Address(es) for Permissions (separate by a comma and a space, for multiple email addresses)	Folder Link	Permissions Added?
Aldine High School - Signed Test Security Oaths 24-25	ecbrown-robinson@aldineisd.org		
Aldine Middle School - Signed Test Security Oaths 24-25	armcgruder@aldineisd.org		
Aldine Ninth Grade School - Signed Test Security Oaths 24-25	tshorter@aldineisd.org		

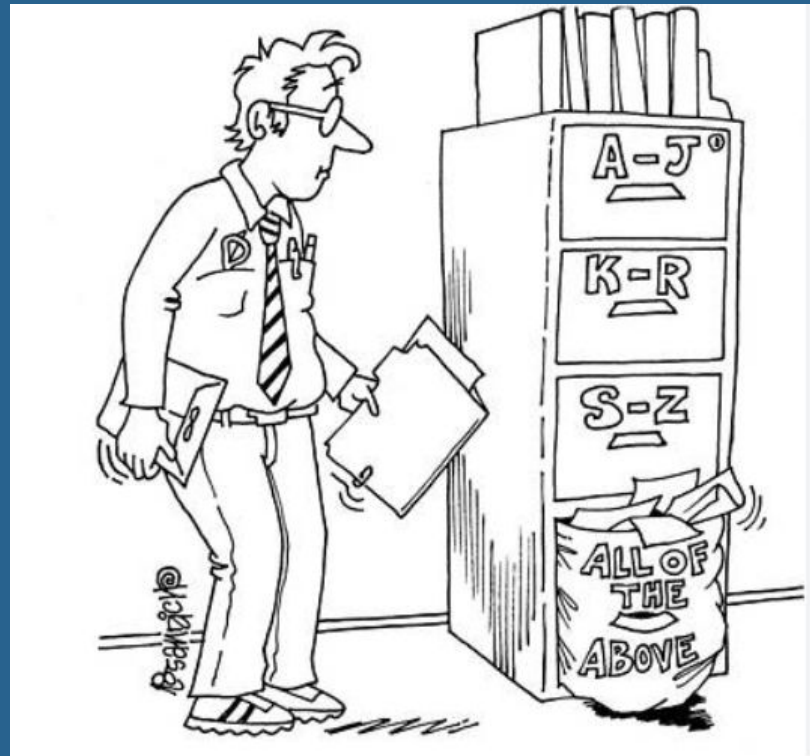


Oaths

The oaths get created and are dropped into their campus folder

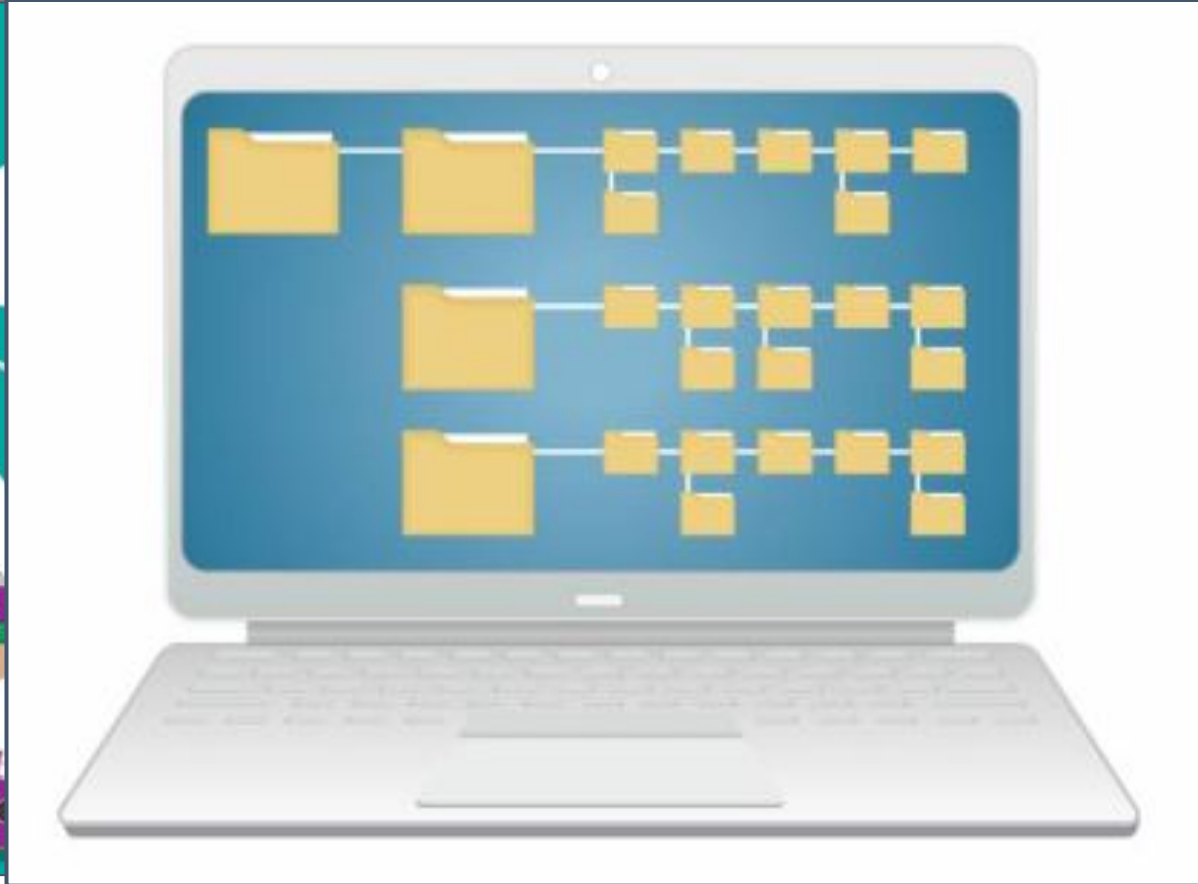


Documentation Over Time





“Like sand through the hourglass”



PAST

Documentation

Files

W Oleson 2022 STAAR ...

Oleson Spring STAAR Testing 2021-2022

3rd Grade: 3:00-3:30 (3rd Grade) 4:30-5:00 (3rd Grade) 5:00-5:30 (3rd Grade) 5:30-6:00 (3rd Grade)

DATE	TEST	GRADES	NOTES
Monday, May 13th	STAAR Math	3rd, 4th, and 5th	This will occur in my office to be tested with assistance and a teacher. Roster will be in a folder.
Tuesday, May 14th	STAAR Reading	3rd, 4th, and 5th	Verify that the folders that your folders are yours.
Wednesday, May 15th	STAAR Science	3rd only	Sign there are no materials from other schools being checked that of tests are accurate.

PDF Oleson STAAR Scien...

Domain 1: Planning

- 1a. Demonstrating knowledge of assessment
 - knowledge of national, state and local laws and regulations
 - knowledge of current laws and regulations
 - attend all district coordinator trainings
- 1b. Demonstrating knowledge of special populations
 - knowledge of student group plans
 - knowledge of students' special needs
 - maintain communication with the registrar
- 1c. Organizing testing materials
 - coordinate and order testing materials
 - immediately verify and secure materials
 - organize materials for distribution
 - maintain an organized work environment
- 1d. Demonstrating knowledge of resource management
 - knowledge of allowable accommodations
 - maintain an accurate inventory of testing materials
 - disseminate materials regarding testing procedures
- 1e. Designing a plan for testing
 - develop and adhere to testing procedures
 - meet with the leadership team to develop testing documents
 - train all staff for each test administration
- 1f. Maintaining security of student assessments
 - maintain confidentiality of all student information
 - comply with and enforce all state and district testing regulations

Domain 2: The Camp

- 2a. Creating an environment of respect and rapport
 - interactions with staff members and students
 - teacher interaction with one another
 - understanding the abilities and needs of students
 - maintain an effective test environment
 - collaborating effectively with the registrar
 - communicating effectively with students
- 2b. Establishing a culture that promotes comprehensive assessment
 - importance of test security
 - expectations for proper testing procedures
 - integrity among all staff members
 - disseminating data and displaying it appropriately
 - maintaining integrity and professionalism
- 2c. Managing assessment procedures
 - management of subgroups and enrollment
 - management of schedules and transitions
 - management of distribution and collection of materials
 - management of non-instructional duties
 - coordinating and supervising implementation and local testing
- 2d. Managing staff and student behavior
 - student and staff conduct is clearly defined
 - monitoring of staff and student behavior
 - responses to staff and student behavior
- 2e. Organizing physical space on testing days
 - assigning and securing testing locations
 - ensuring classrooms are safe and functional
 - ensuring all hallway and classroom doors are locked
 - have testing signs on doors and hallways
- 2f. Complying with TEA and AISD rules and regulations
 - providing accommodations to eligible students
 - obtaining and organizing all testing materials

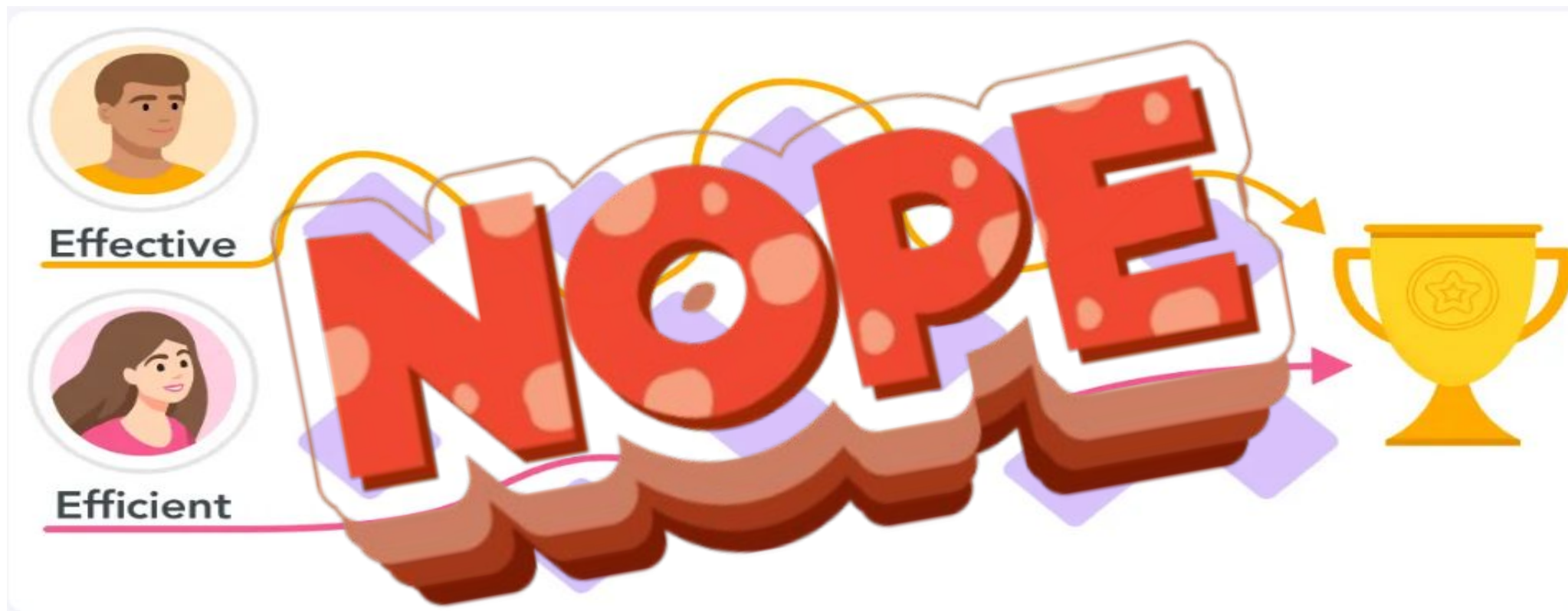
Domain 3: Delivery

- 3a. Providing support to impact student achievement
 - attend trainings
 - read required manual and documents
 - collaborate with other AADS/CTCs
 - train teachers to access, analyze and use data
 - work with staff to develop plans to improve instruction
 - provide test data as required
- 3b. Acquiring and disseminating knowledge for district improvement
 - meet with staff as individuals and groups
 - conduct training for testing in a in a professional manner
- 3c. Maintaining open lines of communication via
 - within campus
 - between campuses
 - between campus and district
- 3d. Providing structure for procedures
 - implement testing procedures as required
 - provide and/or receive supervision
- 3e. Demonstrating flexibility and responsiveness
 - training adjustments
 - response to teachers and staff
 - persistence

Domain 4: Professional Responsibilities

- 4a. Reflecting on testing procedures
 - collaborate
 - review
 - oversee test integrity
- 4b. Maintaining accurate records
 - assists in maintaining accurate PEIMS data per TEA standards and AISD requirements
- 4c. Communicating with parents/guardians
 - parents
 - faculty
 - district personnel
- 4d. Participating in a professional community
 - maintain relationships with colleagues
 - maintaining involvement in a culture of professional inquiry
 - providing service to schools
 - participating in school and district projects
- 4e. Maintaining growth and development professionally
 - enhancement of content knowledge and pedagogical skill
 - receptive to feedback from colleagues
 - provides service to profession
- 4f. Showing professionalism
 - demonstrates Integrity and ethical conduct
 - demonstrates service to students/advocacy/decision-making
 - complies with school, district and state regulations
- 4g. Maintaining attendance

Was our documentation process Efficient?



NOW

Documentation

Criteria	Distinguished	Accomplished	Criteria	Distinguished	Accomplished	Proficient	Developing	Needs Improvement	Domain Score/Notes
4A. Ensure all eligible students participate in state assessments (STAAR) and (TELPAS) without incident.	Exceptional performance consistently surpassing all expectations.	Consistent performance that exceeds expectations.	4C. Facilitate continuous collaboration with district stakeholders to verify that district and campus state testing and data analysis expectations are met.	Exceptional performance consistently surpassing all expectations.	Consistent performance that exceeds expectations.	Consistent performance that fully meets expectations.	Inconsistent performance that occasionally meets expectations.	Performance has consistently failed to meet expectations.	
4A.i. STAAR eligibility	Collaborates with special program coordinators monthly to ensure all students are tested successfully and accommodations are correct. The eligibility is checked and accuracy is verified in TIDE.	Collaborates with special program coordinators monthly to ensure all students are tested successfully and accommodations are correct. The eligibility is checked and accuracy is verified in TIDE.	4C.i. Sharing "Best Practices"	Submit a "best practices" proposal and be selected to share at District Trainings or Conferences.	Submit a "best practices" proposal and be selected to share at Student Assessment Trainings and/or during the Tech Tuesdays.	ADS shares best practices during ADS CBPLs.	Asked by ADS Lead to share a best practice during ADS CBPLs.	Did not share a best practice.	
4A.i. STAAR eligibility (9th/HS)	Collaborates with counselors to successfully ensure all eligible students were given the opportunity to test their content area and accuracy is verified in TIDE.	Collaborates with counselors to successfully ensure all eligible students were given the opportunity to test their content area and accuracy is verified in TIDE.	4C.ii. Parent Communication	Monthly communication with parents throughout the school year covering various testing dates and online practice resources.	Communication with parents quarterly about testing using various formats (Blackboard, remind, classdojo, marquee, etc.).	Parents were notified of all upcoming state testing dates before each administration.	Parents are not notified of all upcoming state testing dates.	No communication with parents about state testing dates.	
4A.ii. TELPAS eligibility	Collaboration with staff to schedule practice TELPAS sessions to ensure students understand how to use the testing platform. Bi-weekly collaboration with LPAC administrator to successfully ensure all eligible students were given the opportunity to test and accuracy is verified in TIDE.	Collaboration with staff to schedule practice TELPAS sessions to ensure students understand how to use the testing platform. Bi-weekly collaboration with LPAC administrator to successfully ensure all eligible students were given the opportunity to test and accuracy is verified in TIDE.	4C.iii. Campus Data	Utilize the Campus Data Tracker to create a bulletin board of grade level/subject shared in lounge or hallway quarterly. Data is shared and discussed with campus ILT. Provide the state released Campus Report Card for the campus website.	Update and share analyzed Campus data quarterly with staff members (ppt, campus one pager, meeting, CBPL, etc.)	Update and Share analyzed Campus/Student Data Tracker Quarterly with ILT. (Conditional formatting, sorting, growth, etc.)	Update Campus/Student Data Tracker each semester.	Share 22-23 data with the Campus staff.	
4A.iii. STAAR Incidents	Successfully informs the Department and campus administration about all incidents and completes the incident report within two business days.	Successfully informs the Department and campus administration about all incidents and completes the incident report within two business days.	4D. Meets state and local assessment and data deadlines and hold appropriate staff members accountable for applicable deadlines.	Exceptional performance consistently surpassing all expectations.	Consistent performance that exceeds expectations.	Consistent performance that fully meets expectations.	Inconsistent performance that occasionally meets expectations.	Performance has consistently failed to meet expectations.	
4A.iv. TELPAS Incidents	Successfully informs the Department and campus administration about all incidents and completes the incident report within two business days.	Successfully informs the Department and campus administration about all incidents and completes the incident report within two business days.	4D.i. Training Attendance	Attended 100% of trainings and signed in at least 5 minutes before the start of the training.	Attended 100% of trainings and signed in by the scheduled beginning of the training.	Attended 100% of trainings based on the sign-in sheet.	Attended 99%-86% of trainings based on the sign-in sheet.	Attended 85% or less of trainings based on the sign-in sheet.	
4B. Lead campus data analysis efforts to facilitate alignment of campus supports to student needs.	Exceptional performance consistently surpassing all expectations.	Consistent performance that exceeds expectations.	4D.ii. CBPL Attendance	Attended 100% of CBPLs and signed in at least 5 minutes before the start of the training.	Attended 100% of CBPLs and signed in by the scheduled beginning of the training.	Attended 100% of CBPLs based on the sign-in sheet.	Attended 99%-86% of CBPLs based on the sign-in sheet.	Attended 85% or less of CBPLs based on the sign-in sheet.	
			4D.iii. Department Deadlines	Met 100% of department deadlines prior to due date with 100% accuracy.	Met 100% of department deadlines prior to the due date.	Met 99%-86% of department deadlines with accuracy.	Met 99%-86% of department deadlines.	Met 85% or less of department deadlines.	
			4D.iv. Staff Compliance	Successfully implementing and consistently maintaining staff compliance checks.	Successfully implementing and maintaining staff compliance checks.	Successfully implementing a staff Compliance Tracker.	Implementing a staff Compliance Tracker.	Does not track staff compliance.	
4B.i. Data Infographs	Implements and facilitates the use of the Data Protocol quarterly with staff members, in a timely manner (CBPLs, Staff Meetings, ILT).	Implements and facilitates the use of the Data Protocol quarterly with staff members, in a timely manner (CBPLs, Staff Meetings, ILT).	4D.v. Collaboration Meetings	Consistently (Monthly) met with the collaboration team to accurately maintain the Accommodation spreadsheet providing Agendas and Signatures.	Regularly (every other month) met with the collaboration team and accurately maintained the Accommodation spreadsheet providing Agendas and Signatures.	Successfully met with the collaboration team and verified the accuracy of the Accommodation spreadsheet providing Agendas and Signatures.	Met with the collaboration team and accommodation errors were discovered during and/or after testing.	No collaboration among appropriate staff members and/or no accommodation spreadsheet.	
4B.ii. Campus Data	Utilize the Campus Data Tracker to create a bulletin board of grade level/subject shared in lounge or hallway quarterly. Data is shared and discussed with campus ILT. Provide the	Utilize the Campus Data Tracker to create a bulletin board of grade level/subject shared in lounge or hallway quarterly. Data is shared and discussed with campus ILT. Provide the							

NOW

Documentation

ALDINE Independent School District	BOY Campus Trainings						Security				Data			Accommodations		
Document to Upload	BOY Accessibility Sign-In	BOY Accessibility Slidedeck	MAP Sign-In	MAP Slidedeck	CRS Sign In	CRS Slidedeck	Secure Materials Form w/signatures	Sign In	Slidedeck	Signed Oaths	Data Live Tracking Sheet	2024 Spring STAAR Canva Data	BOY MAP Canva	EOC/Accommodations Live Tracker	Collaboration Meeting Dates w/signatures	State Assessability Certificates
Upload Due Date	Sept. 13/ 3:00		Aug. 26/3:00				Aug. 30/ 3:00				Sept. 17/3:00	Aug. 23/3:00	Sept. 30/3:00	Sept. 17/3:00	Nov. 4 /3:00	Nov. 4 /3:00
HB 1416																
Document to Upload	HB 1416 Live Tracking from DecisionEd reports	HB 1416 AI Campus Participation Workbook	HB1416 Campus Plan w/signatures	Date HB1416 Campus Training	HB1416 Sign-In	HB1416 Slidedeck	AI Parent Letters w/signatures	AI Completed Parent Letters w/signatures	TIA Parent Letter w/signatures	Accelerated Education Plan (AEP)						
Upload Due Date	Aug. 28/3:00	Sept 13/3:00 All tabs updated	Aug. 1-16 / 3:00	Aug. 1-16 / 3:00	Sept. 13/3:00		Sept. 27/3:00									
Sample Document	HB1416 Tracker Sample	HB1416 AI Campus Participation Workbook	HB1416 Campus Plan 2024-2025	Type in the date of training	Must include: Time Stamp First & Last Name Training Title OR Paper Sign-In		AI Parent Letter	AI Electronic Letters	AI Completed Parent Letter	TIA Parent Letter	Accelerated Education Plan (AEP)					
Blanson CTE	014 - Blanson CTE Accommodations Training sign in	014 - Blanson CTE Accommodations training slidedeck	014-Blanson CTE MAP Training Sign-In	014-Blanson CTE Map Growth Training	014 - Blanson CTE CRS Training Sign In	014 - Blanson CTE HS CRS Training Slidedeck	014 - Blanson CTE Secure Storage Form	014 - Blanson CTE Security Trng Sign in	014 - Blanson CTE State Security Training Slidedeck	014- Oaths	014 - Blanson CTE Data Tracker 24-25	014 - Blanson CTE HS STAAR 2024 Canva Data	014 - Blanson CTE HS MAP Canva Data	014 - Blanson CTE HS Accommodation tracker		014 - Blanson CTE Accommodation Training Certificates
Carver P-TECH	002 Accommodations Train Sign In	002 Accommodations Training	002 Training Sign-in	002 MAP Training	002 CRS Train Sign In	002 CRS Training	002 Secure Document PDF	002 Security Trng Sign-in	002 State Security Training	002- Oaths	002 Data Tracker	002 Canva Data	002 MAP Canva Data	002 Accommodation Tracker	002 Collaborative Meetings	002 Accommodation Training Certificates
Davis HS	012 Accommodations sign in	012 Davis Accommodations Training slides	012 Davis MAP Training Sign In	012 Davis HS Maps Training PPT	012 Davis Sign In for CRS	012 CRS Training	012 Davis Secure Storage Form	Luna has these	012 Security Training	012- Oaths	012 - Data Live Tracker		012 - Davis HS BOY MAP Data			

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Documentation

Complete	Team Member Assigned to Checking	Due Date	Type	Title	Anderson	Smith	Carroll	Odom	Impact	Carter	Dunn	Cypresswood
					Notes	Notes	Notes	Notes	Notes	Notes	Notes	Notes
<input checked="" type="checkbox"/>	Shana	8/13	Paperwork	HB1416 AI Campus Participation Roster 24-25 (Not Completed just linked)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Shana	8/16	Paperwork	Scan & Upload HB 1416 Campus Plan w/signatures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> No signatures, and needs to develop the Plan for students missing minutes more thoroughly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Needs to indicate a day of the week minutes are to be submitted by teachers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Very vague, no specific days for entering minutes, not specifics for intervention time. Asked to fix and upload again.	<input checked="" type="checkbox"/> Very vague, no specific days for entering minutes, not specifics for intervention time. Asked to fix and upload again.	<input checked="" type="checkbox"/> Very vague, no specific days for entering minutes, not specifics for intervention time. Asked to fix and upload again.
<input checked="" type="checkbox"/>	Shana	8/16	Paperwork	Submit date for Campus HB 1416 Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Shana	8/23	Uploads	Spring 2024 STAAR Canva Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Shana	8/23	Training	Train IS on Eduphoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Not submitted 8/23/24	<input checked="" type="checkbox"/> Not submitted 8/23/24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rebecca	8/28	Uploads	Upload Completed HB1416 Tracker & share tracker with leadership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Taryn	8/30	Training	State Security Training, Sign In	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Not submitted, marked as done on 3:51 8/30	<input checked="" type="checkbox"/> Not Submitted 8/30 after 3, marked as done on 3:51 8/30
<input checked="" type="checkbox"/>	Taryn	8/30	Training	State Security Sliddeck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Taryn	8/30	Uploads	Scan & Upload Secure Material Form w/signatures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rebecca	9/13	Training	HB 1416 Training, Sliddeck and Sign In Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rebecca	9/13	Uploads	HB 1416 AI Campus Participation Rosters all tabs updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Shana	9/17	Uploads	Data Trackers Uploaded *working document*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Not Submitted 9/17	<input checked="" type="checkbox"/> Not Submitted 9/17	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Shana	9/17	Uploads	Accommodation Tracker Uploaded *working document*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rebecca	9/27	Uploads	HB 1416 AI, TIA, Completion and AEP Letters Uploaded	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Missing links	<input type="checkbox"/> Leave	<input type="checkbox"/> Leave	<input type="checkbox"/> out asked for ex time	<input type="checkbox"/> out asked for ex time
<input checked="" type="checkbox"/>	Shana	9/30	Uploads	MAP Canva	<input checked="" type="checkbox"/> Had Gros and Glows	<input checked="" type="checkbox"/> Had Gros and Glows	<input checked="" type="checkbox"/> Had Gros and Glows	<input checked="" type="checkbox"/> Had Gros and Glows	<input type="checkbox"/> Leave	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/> Had Gros and Glows	<input checked="" type="checkbox"/> Had Gros and Glows
<input checked="" type="checkbox"/>	Shana	9/30	Paperwork	MAP Data Added to tracker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Taryn	10/18	Uploads	AI Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 4th M 85% (30)	<input type="checkbox"/> 5th M 95%, R 85%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 4th M 97%	<input checked="" type="checkbox"/>



NOW

Documentation


Anderson Academy
Black Elementary
Bussey Elementary
Calvert Elementary
Caraway Elementary
Carmichael Elementary
Carroll Elementary
Carter Academy
Conley Elementary
Cypresswood Elementary
Dunn Elementary
Eckert Elementary
Ernel Elementary
Escamilla Elementary
Francis Elementary
Goodman Elementary
Gray Elementary
Greenpoint Elementary
Harris Elementary
Hill Elementary
Houston Academy
Johnson Elementary
Jones Elementary
Kujawa Elementary
Marcella Elementary
Odum Elementary
Ogden Elementary
Oleson Elementary

Criteria	Distinguished	Accomplished	Proficient	Developing
4A. Ensure all eligible students participate in state assessments (STAAR) and (TELPAS) without incident.	Exceptional performance consistently surpassing all expectations.	Consistent performance that exceeds expectations.	Consistent performance that fully meets expectations.	Inconsistent performance that occasionally meets expectations.
4A.i. STAAR eligibility	Collaborates with special program coordinators monthly to ensure all students are tested successfully and accommodations are correct. The eligibility is checked and accuracy is verified in TIDE.	Collaborates with special program coordinators to ensure all students are tested successfully and accuracy is verified in TIDE.	Successfully ensures all eligible students were given the opportunity to test.	Does not collaborate with special program coordinators before assessment to review new or updated accommodations, language of test, and/or GT eligibility.
4A.i. STAAR eligibility (9th/HS)	Collaborates with counselors to successfully ensure all eligible students were given the opportunity to test their content area and accuracy is verified in TIDE.	Collaborates with counselors to successfully ensure all eligible students were given the opportunity to test their content area.	Successfully ensures all eligible students were given the opportunity to test their content area.	Missed Eligibility flags for 5 or more students per content area test.
4A.ii. TELPAS eligibility	Collaboration with staff to schedule practice TELPAS sessions to ensure students understand how to use the testing platform. Bi-weekly collaboration with LPAC administrator to successfully ensure all eligible students were given the opportunity to test and accuracy is verified in TIDE.	Collaboration with staff to schedule practice TELPAS sessions to ensure students understand how to use the testing platform. Monthly collaboration with LPAC administrator to successfully ensure all eligible students were given the opportunity to test and accuracy is verified in TIDE.	Collaborates before test with LPAC administrator to successfully ensure all eligible students were given the opportunity to test.	Does not collaborate with LPAC administrator before assessment to review eligibility list and/or miss eligibility of less than five students.
4A.iii. STAAR Incidents	Successfully informs the Department and campus administration about all incidents and completes the incident report within two business days.	Successfully informs the Department and campus administration about all incidents and completes the incident report within five business days.	Successfully informs the Department and campus administration about all incidents and completes the incident report by the end of the testing window.	Does not inform the department about incidents and does not complete the incident report by the end of the window.
4A.iv. TELPAS Incidents	Successfully informs the Department and campus administration about all incidents and completes the incident report within two business days.	Successfully informs the Department and campus administration about all incidents and completes the incident report within five business days.	Successfully informs the Department and campus administration about all incidents and completes the incident report by the end of the testing window.	Does not inform the department about incidents and does not complete the incident report by the end of the window.
4B. Lead campus data analysis efforts to facilitate alignment of campus supports to student needs.	Exceptional performance consistently surpassing all expectations.	Consistent performance that exceeds expectations.	Consistent performance that fully meets expectations.	Inconsistent performance that occasionally meets expectations.
4B.i. Data Infographs	Implements and facilitates the use of the Data Protocol quarterly with staff members, in a timely manner (CBPLs, Staff Meetings, ILT).	Facilitates quarterly meetings with the Instructional Specialists using the Data infographs to dig deeper into root causes.	Update and share analyzed data infographics quarterly with ILT, ISS, and campus staff.	Update Campus data infograph each semester.
4B.ii. Campus Data	Utilize the Campus Data Tracker to create a bulletin board of grade level/subject shared in lounge or hallway quarterly. Data is shared and discussed with campus ILT. Provide the state released Campus Report Card for the campus website.	Update and share analyzed Campus data quarterly with staff members (ppt, campus one pager, meeting, CBPL, etc.)	Update and Share analyzed Campus/Student Data Tracker Quarterly with ILT. (Conditional formatting, sorting, growth, etc.)	Update Campus/Student Data Tracker each semester.



2520 W.W. Thorne Blvd.
Houston, TX 77073

281.449.1011
info@aldineisd.org

aldineisd.org

[Redacted]

April 17, 2024

The Student Assessment Department has monitored and documented the performance of [Redacted], your Assessment Data Specialist, in Domain 4 for the 23-24 school year.

After reviewing the criteria in Domain 4, [Redacted] is receiving an overall rating of Accomplished. Please review the Scoring Template provided in your campus folder for the criteria and rating breakdown.

This rating is based on our observations and documentation.

If you have any questions or concerns regarding the Domain 4 rating of your ADS, please contact Shana Keller, Director of Testing.

Thanks,

Shana Keller
Director of Testing
Office of Accountability, Assessment, and Analytics

Rooted in Efficiency Survey

