

ENDLINE CHECKLIST OF TASKS

STUDENT: _____ **GRADE:** _____ **CASE MANAGER:** _____

Online - Summary of required online forms and information entered on the www.vtalt.com site:

Form	Reading Grades 2-7 and 10	Math Grades 2-7 and 10	Science Grades 4, 8, and 11 only
Form 1: Eligibility	<i>Enrollment: 1 per student</i>		
Form 2: GE Declaration	<i>Enrollment: 1 per student: Choose reading, math, and/or science</i>		
Form 3: Baseline Record *	<i>4 reading</i>	<i>4 math</i>	<i>3 science (CKD)**</i>
Baseline Product *	<i>4 reading</i>	<i>4 math</i>	<i>3 science (CKD)**</i>
Form 4: Curriculum Record	<i>3 per student: Baseline, Midline, Endline</i>		
Form 5: Endline Record *	<i>4 reading</i>	<i>4 math</i>	<i>3 CKD** + 3 Inquiry</i>
Endline Product *	<i>4 reading</i>	<i>4 math</i>	<i>3 CKD** + 3 Inquiry</i>
Form 6: Local Score	<i>4 reading</i>	<i>4 math</i>	<i>4 science</i>
Form 7: Principal's Signature *	<i>1 per student: Endline</i>		

* These items must be included in hard copy/printed form in the VTAAP Portfolio

** Content Knowledge Domain

Portfolio Contents – Summary and sequence of required hard copy forms and materials to include in each student's VTAAP Portfolio binder:

	Portfolio location	Section Name	Contents			
	front	Form 7	<i>Please print one copy of Form 7: Principal's Agreement and include at the front of the student's VTAAP Portfolio binder.</i>			
			Form 3: Baseline Record	Baseline Product*	Form 5: Endline Record	Endline Product*
Grades 2-7 and 10	Tab 1	word strategies				
	Tab 2	vocabulary				
	Tab 3	literary text				
	Tab 4	informational text				
	Tab 5	numbers/operations				
	Tab 6	geometry				
	Tab 7	algebra				
	Tab 8	data and statistics				
Grades 4, 8, 11	Tab 9	inquiry	NA	NA	worksheet	3 (1 per stage)
	Tab 10	life science				
	Tab 11	physical science				
	Tab 12	earth space				

* The student's name and the date the task was completed must be recorded directly on every student product to be admissible for scoring.

Please mail completed VTAAP Portfolios by May 15, 2012 to:

VTAAP, Vermont Department of Education, 120 State Street, Montpelier, VT 05620-2501

ENDLINE – INFORMATION HIGHLIGHTS

The notes below summarize some of the information contained in the Endline Training Powerpoint and in the checklist on the other side of this page. This is a quick reminder of the important points associated with each VTAAP form.

VTAAP Form #	Name	Notes
1	Eligibility and Team Information	<ul style="list-style-type: none"> • No changes needed to this form at endline (unless staff has changed. See Form 7) • Do not print
2	GE Declaration	<ul style="list-style-type: none"> • No changes needed to this form at endline • Do not print
3	Baseline Record	<ul style="list-style-type: none"> • No changes can be made to this form at endline after March 30th • Print out a copy for each strand • Be sure to include the original baseline product for each strand • All student products must be properly identified with the student's name and date in order for the strand to be scored – no exceptions.
4	Curriculum Access and Instruction Record	<ul style="list-style-type: none"> • Review and update responses in each section as needed • Some form of gen ed / special ed collaboration must be noted to be scorable • Be sure to complete the instructional time totals at the end of Section 2 • A minimum of 30 minutes per week of instruction in the content area is required for the strands to be scored. • No endline CAIR = 4 unscorable strands for that content area, so don't forget! • Do not print
5	Endline Record	<ul style="list-style-type: none"> • Print out a copy for each strand • Point deductions for unclear or missing information related to GLGEC connections and evaluator/student roles. This can easily be avoided! Please review and follow the endline training guidelines for entering this information. • Endline assessment items must duplicate baseline assessment items. • Be sure to include the original endline product for each strand. • All student products must be properly identified with the student's name and date in order for the strand to be scored – no exceptions.
6	Local Score Report	<ul style="list-style-type: none"> • Complete one for each strand • Local scores count as the first score of record, so score as accurately as possible. • Do not print. Please DO NOT submit a hard copy with the portfolio!
7	Principal's Signature	<ul style="list-style-type: none"> • SET member information will be autofilled from Form 1 • If SET members have changed, this information must be updated online on VTAAP Form 1 so it will auto-fill into Form 7 • Print out a hard copy and include at the front of the Portfolio