

Elementary Grade Transmittal at a Glance

A quick guide for recording current proficiency levels in Skyward

Start with this question

“Based on the evidence I have right now, what is the best description of this student’s current proficiency?”

Document what is.

What to Do on Grade Transmittal Day

1

Review the evidence

Look across the evidence you have for each strand.

2

Check the overall strand proficiency level

Focus on the overall score, not just individual events.

3

Reconcile if needed

Make sure the level accurately reflects what the student currently knows and can do.

4

Record the snapshot

Enter a level when you have enough evidence to make a reasonable determination.

A Picture of Learning Across the Year

Q1

Quarter 1

SNAPSHOT

Record current proficiency for the strands you have measured.

S1

Semester 1

SEMESTER PICTURE

Update proficiency based on the evidence collected so far.

ELA: Reading, Writing, and Speaking & Listening should all have a level.

Q3

Quarter 3

UPDATED SNAPSHOT

Continue updating the picture as more evidence is collected.

S2

Semester 2

COMPLETE PICTURE

By year's end, each strand should generally have a proficiency level.

Important Reminders

Use the full-year proficiency scale.

You do not need to finish teaching the entire strand before recording where a student is now.

You do not need perfect evidence, just enough evidence to make a reasonable determination.

Blank means there is not yet enough evidence to determine current proficiency.

Remember

Semester 1 and Semester 2 are the report-card checkpoints.

Quarter 1 and Quarter 3 provide important snapshots of student learning.

See the full memo for details and examples.