

AZELLA Data Dialogue: Fall 2017 Preparation Checklist

Do ne!	Task	Additional Info	Person Responsible
	Create schedule	Expect ELD classroom teachers to take about an hour <i>ILLP teachers do these on their separate ILLP writing day.</i>	
	Email teachers	Include schedule (Sample email in folder)	
	Provide schedule to front office to communicate with guest teachers		
	Review powerpoint and personalize as needed		
	Via googledrive, copy/create an AZELLA Dialogue doc for each teacher attending: ELD & ILLP Teachers	Use the templates provided	
	Share each teacher's individual data dialogue with them via googledrive.		
	Print AZELLA Data for each grade level/teacher	-Color coded data from Tyson/Nora Individual Kinder reports are available from your AZELLA clerk or Jan W.	
	Have last year's rapid reports available if teachers want to review specific student info.	-SarahBeth included these PDFs in your data folder. Don't print; just know they're there. You can also find these in student cumulative files.	
	Print last year's teacher recommendations by grade level.	-Look in the 2016-2017 folder to find these; contact SB for help. -Teachers need this in steps 2-4.They are by grade level, so print one for each teacher in that grade level. They have to find their own students.	
	Print or have available online: last year's spring data dialogues for returning teachers to review.	-Look in the 2016-2017 folder to find these; contact SB for help. -During step 5, returning teachers need to review their keep/start/stop sections they completed last year. They can access it via googledrive, or you can have it printed for them.	
	Print or have available online: Print AZELLA	The PLDs for the proficient level are included in the data dialogue	

	PLDs (Performance Level Descriptors)	templates that teachers complete. These are useful in understanding what students need to do on the AZELLA, and useful for creating goals in steps 2-5. If teachers want to see the PLDs for levels below proficient, they will need to access the PDFs.	
	Complete and use the "Teacher Needs" doc	As each teacher completes step 6, please copy/paste what they write into this doc so you and I can plan together. Thanks :)	