# Literacy Assessment Data Submission Guidance

As part of the Move On When Reading (MOWR) A.R.S. §15-211, schools are required to submit current literacy assessment data on the reading proficiency of all students in grades K-3. This screener/benchmark data is submitted to ADE by October 1st, February 1st, and June 1st every year.

To meet the guidelines in A.R.S. §15-704, each school/district needs to be in the *process* of selecting an approved screener during the 2020-2021 school year. During this school year, schools are reviewing, selecting, and training for a screener from the Approved Universal Literacy and Dyslexia Screener list, if not already doing so. LEAs who submit a 2020-2021 literacy plan and have not yet adopted an approved screener, will be contacted by the MOWR team to discuss the approved list and ensure processes are being made for full implementation in the 2021-2022 school year.

\*\*Schools must adopt a universal literacy screener from the list of approved screeners (see below) for the 2021-2022 school year.

| If your screener **IS** currently on the list: | | If your screener is **NOT** currently on the list: |
|---|---|---|
| 1.) Reach out to vendor for updates in protocols and new training. | | 1.) Reach out to current vendor to see if/how they plan to address the requirements of the law. |
| 2.) You are set and ready for the 2021-2022 school year. | | 2.) Based on vendor feedback, use 2020-2021 to consider all possible plants to ensure compliance for Fall 2020. This includes researching new products in the instance a screener in mind is not on the February list. |
| | | 3.) Implement new approved screener in 2021-2022 |

Click HERE for the official list of ADE's Approved Universal Literacy and Dyslexia Screeners.

As a reminder, this data submission follows the same <u>two-step</u> process as the literacy plan. Once data are entered by the School Approver, the submission is sent it to the district level. The LEA Approver then must review and accept the data for aggregation, prior to submitting to ADE.

*These same multiple steps must be followed, even for single-site charters or districts.

## Step 1: Entering School-Level Assessment Data

1. <u>ADE Connect:</u> Log in to <u>ADEConnect</u> and select the Move On When Reading hyperlink to enter the MOWR portal, first as your school entity.
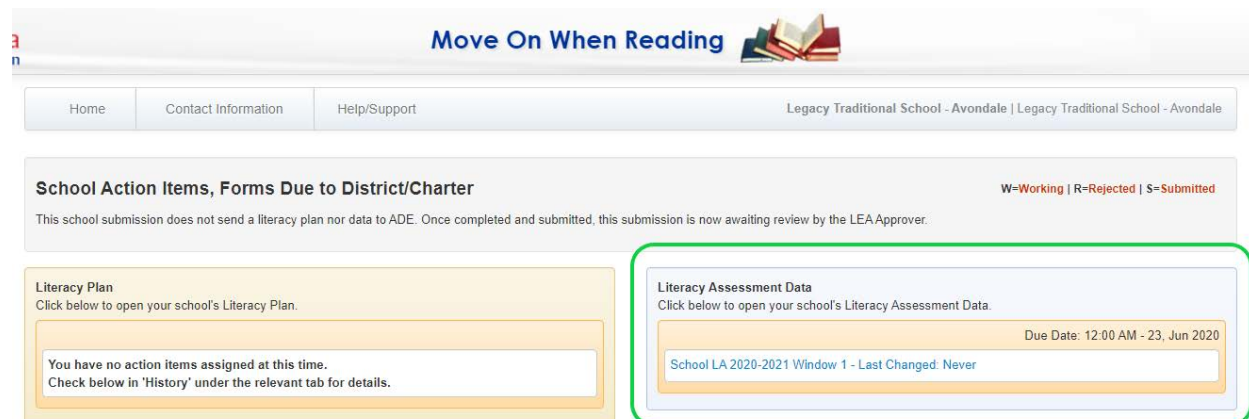
■ **Move On When Reading**

<span style="color:red">*For those individuals with both School Approver and LEA Approver permissions for MOWR, there will be **two MOWR portal links** in ADEConnect. Choose the link for the school entity to begin the data entry process.</span>

2. <u>Check status:</u> Verify that you are logged in as the School Approver in the upper right-hand corner.

**Move On When Reading**

Welcome: School Approver
School Approver
Logout

3. <u>Locate Data Window:</u> This portal shows the **'School Action Items, Forms Due to District/Charter' at the top of the homepage.** Find the **'Literacy Assessment Data'** box on right side next to the Literacy Plan.

| Home | Contact Information | Help/Support | | Legacy Traditional School - Avondale \| Legacy Traditional School - Avondale |

**School Action Items, Forms Due to District/Charter**   W=Working | R=Rejected | S=Submitted

This school submission does not send a literacy plan nor data to ADE. Once completed and submitted, this submission is now awaiting review by the LEA Approver.

**Literacy Plan**
Click below to open your school's Literacy Plan.

You have no action items assigned at this time.
Check below in 'History' under the relevant tab for details.

**Literacy Assessment Data**
Click below to open your school's Literacy Assessment Data.

Due Date: 12:00 AM - 23, Jun 2020

School LA 2020-2021 Window 1 - Last Changed: Never

4. <u>Access Data:</u> Click on the <span style="color:blue">blue text hyperlink</span> to open your school's literacy assessment data for the current submission window. This school portal is the only area to access, enter, and edit school-level data.

<span style="color:red">**Note: The portal will only display the link to enter data when the submission window is OPEN. If data is not entered by the due date, the <u>link will no longer be available</u> and <u>cannot be reopened</u>. If a data submission window is missed, please contact the MOWR team at <u>MoveOnWhenReading@azed.gov</u>.</span>

<span style="color:red">**Literacy assessment data is submitted for all three testing windows: (fall) October 1, (winter) February 1, and (spring) June 1.</span>

5. <u>Enter assessment tool:</u> Once a school assessment window has been opened, use the pull-down menu for each grade level to select the screener/benchmark assessment tool used (fall, winter, spring) for this current school year.
   a. If currently using one of the newly approved Literacy and Dyslexia Screeners, enter the tool as listed in the pull-down.
      a. *Note, this may vary based on grade-level requirements.*
   b. **If an approved tool has not yet been adopted, select the option:**
      i. ***Using 2020-2021 to select an approved screener**
   c. Ensure the same assessment <u>tool</u> is used across all three submission windows for each applicable grade level.

**Note: The assessment tool entered for this submission should match the screener tool selected directly within the literacy plan.

**Visit our MOWR website to read the Universal Literacy and Dyslexia Guidance for Arizona's K-3 Schools/Districts and to view the list of 2020-2021 Approved Screeners.

6. <u>Enter data numbers:</u> Enter the total number of students within each grade level scoring at benchmark, approaching benchmark, and significantly at risk for the <u>current assessment period</u>.
   a. The total number of students for each grade level will total as numbers are manually entered.

| Submission Due Date: 12:00 AM - 23, Jun 2020 | | | | Status: Working |
|---|---|---|---|---|
| | Assessment Tools Used | Total number of students at benchmark | Total number of students approaching benchmark | Total number of students significantly at risk | Total number of students |
| Kindergarten | iSTEEP | 12 | 8 | 6 | 26 |

**Note: If an assessment tool has been selected for a grade level, there must be a number of students entered in one of the three student categories. The benchmark fields cannot all remain at zero (for all benchmark, appropriating, and at-risk). <u>If no students are currently in any one grade level, keep tool at (Select One).</u>

| Submission Due Date: 12:00 AM - 23, Jun 2020 | | | | | Status: Working |
|---|---|---|---|---|---|
| | Assessment Tools Used | Total number of students at benchmark | Total number of students approaching benchmark | Total number of students significantly at risk | Total number of students |
| Kindergarten | iSTEEP | 12 | 8 | 6 | 26 |
| 1st Grade | iSTEEP | 8 | 6 | 10 | 24 |
| 2nd Grade | iSTEEP | 10 | 7 | 9 | 26 |
| 3rd Grade | iSTEEP | 0 | 0 | 0 | 0 |

If a tool is selected, there must be students for that grade level.

7. <u>Testing window dates:</u> Click on the calendar icons to select the start and end date for each screening/benchmark window.
   a. Each testing window/range should not exceed three weeks, as shown in this example.

| 1st Grade | iSTEEP ⌄ | 8 | 6 | 10 | 24 |
| 2nd Grade | iSTEEP ⌄ | 10 | 7 | 9 | 26 |
| 3rd Grade | (Select One) ⌄ | 0 | 0 | 0 | 0 |

Click the calendar icon to select the starting and ending date for each screening benchmark window. Each testing window/range should not exceed three weeks.

| Start Date: * | End Date:* |
| 08/24/2020 📅 | 09/10/2020 📅 |

After analyzing your literacy data for this submission period, please provide a narrative review of how students are performing, what overall needs are identified, and what actions or revisions will occur at the school level based on current student performance. *

8. <u>Narrative:</u> Provide a descriptive **narrative** in the textbox. Narrative should include:
   • Review of how students are performing
   • Overall needs identified
   • Actions or revisions that will occur based on current student achievement data
     o *Do not include any specific student information*

Click the calendar icon to select the starting and ending date for each screening benchmark window. Each testing window/range should not exceed three weeks.

| Start Date: * | End Date:* |
| 08/24/2020 📅 | 09/10/2020 📅 |

After analyzing your literacy data for this submission period, please provide a narrative review of how students are performing, what overall needs are identified, and what actions or revisions will occur at the school level based on current student performance. *

(example)

There are no 3rd graders served this year.

Following the initial fall screening, our students identified approaching benchmark and significantly at-risk have been further diagnosed for phonological awareness and phonemic awareness deficits.

K-2 teachers, as well as a reading specialist and paraprofessional conduct mixed grade-level small group intervention for 30 minutes each day during a "What i Need" Tier 2 block. All students receive skill-specific intervention based on what they need. In addition, our students with the greatest gaps attend after school for 30 minutes a day of iReady intervention. These students are progress monitored weekly during after school by the reading specialist, and "What I Need" groups are reorganized as often as needed based on that data.

K-2 teachers receive three hours of Tier 1 Core reading instruction PD each month, to help ensure our students current at benchmark remain at benchmark in the winter. Our reading specialist and reading paraprofessional assist Tier 1 reading instruction for all K-2.

[Cancel] [Save My Work]                    [Submit]
Don't forget to SAVE your work!          Once all information is complete and accurate, click Submit button to send your

9.  Submit data to district: Once each grade level's data, testing window, and descriptive narrative are entered and accurate, click the blue Submit button in the lower right corner to send the data to the LEA approver.
    - The entries can also be saved and finished later by clicking the green Save My Work button.
    - Once you submit this form, you will not be able to edit it.



**Reminder: This step submits school data to the district level. The LEA approver will then review and accept all data for aggregation, then submit to the Arizona Department of Education's MOWR team. This applies to all schools and districts, including single-site charters and districts.

10. After submitting the data, you will be redirected to the homepage. This may take a moment.
    a.  The Literacy Assessment Data box should now indicate that you have no action items assigned.



11. Check history: Once the school data has been submitted to the district level, you will receive an email confirming that the school data has been submitted.
    a.  You can always view previously submitted school data and their status under the history section of the homepage.

*This is not the end of the process. In order to submit to ADE, an LEA Approver must complete the remaining steps.

## Step 2: LEA's Reviewing and Accepting School Level Data

1. ADEConnect: Log in to ADEConnect and select the hyperlink Move On When Reading to enter the MOWR portal underneath the LEA entity name.

▪ **Move On When Reading**

*For those individuals with both School Approver and LEA approver permission levels for MOWR, there will be **two MOWR portal links** in ADEConnect. Choose the link for the district/charter entity to begin the data review process and submission to ADE.

2. Status: Verify that you are logged in as the LEA Approver.



**Reminder: Data submission is a two-step process. Step one was completed at the School Approver permission level. Step two is completed at the LEA Approver level. LEA Approver will now review all data submissions, accept for aggregation, and review aggregated data before submitting to ADE.

3. Locate Data Windows: Locate heading: **'My Action Items, Forms Due to ADE'** and the **'Literacy Assessment Data'** boxes on right side of the homepage.
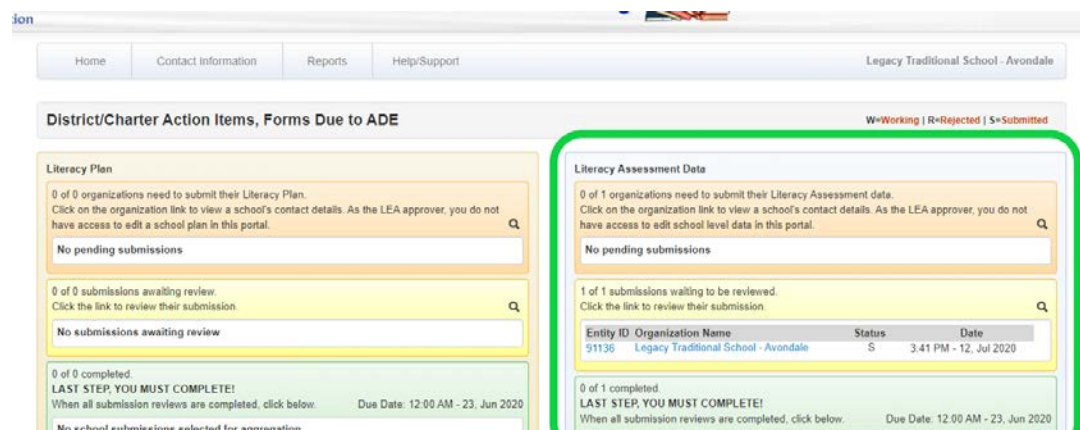
4. <u>Submissions waiting to be reviewed:</u> Locate all school submissions waiting to be reviewed in the yellow box under Literacy Assessment Data.
   a. Click any blue hyperlink to review that school's submission.
   b. The following steps will be repeated for all schools, if more than one school.

2 of 59 submissions waiting to be reviewed.
Click the link to review their submission.

| Entity ID | Organization Name | Status | Date |
|---|---|---|---|
| 4913 | Adams Elementary School | S | 11:07 AM - 31, Jul 2019 |
| 4916 | Emerson Elementary School | S | 1:10 PM - 29, Jul 2019 |

1 of 59 completed

| Home | Contact Information | Reports | Help/Support | Legacy Traditional School - Avondale |
|---|---|---|---|---|

**School Literacy Assessment Data**

**Legacy Traditional School - Avondale** (Entity ID - 91136) **- School LA 2020-2021 Window 1**

As the LEA Approver, you will now review the school literacy assessment data prior to accepting for aggregation. You do not have access to edit this information. If anything needs updating, click on the yellow Reject button to send it back to the school approver. If all data tools and student numbers are accurate, click on the blue Accept For Aggregation button and continue the submission process. This does not automatically submit to ADE.

5. <u>Review tools and student counts:</u> Review that all grade levels served this school year have the appropriate assessment tool selected and the accurate number of students at benchmark, approaching benchmark, and at risk.

**\*\*Assessment tools should be the same for all three data submission windows and align with the Literacy Plan.**

6. <u>Review testing window and narrative(s):</u>
   a. Each fall, winter, and spring testing window should not exceed three weeks.
   b. Read and approve each school's data narrative. This narrative should include a description of how students are performing, the identified needs, and action steps that will occur based on current student achievement data.

Click the calendar icon to select the starting and ending date for each screening benchmark window. Each testing window/range should not exceed three weeks.

Start Date: * 08/24/2020 ✓

End Date:* 09/10/2020 ✓

| mm/dd/yyyy | | mm/dd/yyyy |

After analyzing your literacy data for this submission period, please provide a narrative review of how students are performing, what overall needs are identified, and what actions or revisions will occur at the school level based on current student performance. *

(example)

There are no 3rd graders served this year. ✓

Following the initial fall screening, our students identified approaching benchmark and significantly at-risk have been further diagnosed for phonological awareness and phonemic awareness deficits.

**Cancel**

**Reject** **Accept For Aggregation**

If the data is not acceptable, click "Reject" to return it to the school for corrections.

Once all information is approved, click "Accept for Aggregation" and then click "Yes".

7. School/LEA Comments: Use **Comments/Explanations** box on the right side to communicate with School Approvers.
   a. The school-level comments are not viewed by ADE.

**Comments / Explanations:**

Click here to add a comment or explanation.

**Mesa District:** Wed Jul 31 2019
2nd grade shows 12 total students, however you have 16. Please update your numbers.

8. Accept for aggregation: If all school level data are accurate and complete, click the blue Accept for Aggregation button. If any corrections are needed, click the yellow Reject button at the bottom.

**Cancel**

**Reject** **Accept For Aggregation**

If the data is not acceptable, click "Reject" to return it to the school for corrections.

Once all information is approved, click "Accept for Aggregation" and then click "Yes".

9. If school assessment data submission has been accepted for aggregation, the school data will now be a part of the aggregated district data submission and removed from the yellow box on the homepage.

**Once all schools have been submitted and reviewed, the yellow box will show 0 submissions waiting to be reviewed, and all schools that have been reviewed will be a part of the district data in the green box. If you are at this point, continue with steps below.

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**Literacy Assessment Data**

0 of 1 organizations need to submit their Literacy Assessment data.
Click on the organization link to view a school's contact details. As the LEA approver, you do not have access to edit school level data in this portal.                                                    🔍

**No pending submissions**

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0 of 1 submissions waiting to be reviewed.
Click the link to review their submission.                                                    🔍

**No submissions awaiting review**

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1 of 1 completed.
**LAST STEP, YOU MUST COMPLETE!**
When all submission reviews are completed, click below.          Due Date: 12:00 AM - 23, Jun 2020

Click here to combine all school submissions and submit to ADE

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## Step 3: Submitting LEA Data to ADE

1. <u>Review final aggregation:</u> Once logged into ADEConnect and within the Move On When Reading portal as the LEA Approver, click on the blue text hyperlink "Click here to combine all school submissions and submit to ADE".

   a. You will now view all assessment data for all schools in a district/charter. Data is not editable by LEA Approver.

> 0 of 59 submissions waiting to be reviewed.
> Click the link to review their submission.                    🔍
>
> **No submissions awaiting review**
>
> ---
>
> 59 of 59 completed.
>
> **LAST STEP, YOU MUST COMPLETE!**
> When all submission reviews are completed, click below.        Due Date: 12:00 AM - 1, Oct 2019
>
> Click here to combine all school submissions and submit to ADE

2. <u>Review combined data:</u> Review the aggregated number of students within each grade level scoring at benchmark, approaching benchmark, and significantly at risk for the <u>current assessment period</u>.

**Data Submission Due: 12:00 AM - 1, Oct 2019**

| Grade Level | Total Number of Students | At Benchmark | Approaching Benchmark | Significantly at Risk |
|---|---|---|---|---|
| Kindergarten | 39 | 59.0% | 28.2% | 12.8% |
| 1st Grade | 41 | 53.7% | 31.7% | 14.6% |
| 2nd Grade | 38 | 65.8% | 23.7% | 10.5% |
| 3rd Grade | 26 | 76.9% | 19.2% | 3.8% |

Submit to ADE

Once all information is approved, click "Submit to ADE" and then choose "Yes".

3. <u>View each school:</u> Click on any blue grade-level hyperlink to view a pop-up window with individual school assessment tools and assessment data.

**District/Charter Literacy Assessment**

**Mesa Unified District - Literacy Data Window #1**

Please complete this spreadsheet by entering the district-wide total nu[...]
**Benchmark**, and **Significantly at Risk** on the literacy assessments d[...]

| Kindergarten | 39 |
| 1st Grade | 41 |
| 2nd Grade | 38 |
| 3rd Grade | 26 |

**Kindergarten** ←

**District/Charter Literacy Assessment Data**

Submission Due Date: 12:00 AM - 1, Oct 2019

| School | Assessment Tools Used | Total Students | At Benchmark | Approaching Benchmark | Significantly at Risk | |
|---|---|---|---|---|---|---|
| Adams Elementary School | Acadience Reading (Formerly DIBELS Next) | 13 | 3 | 6 | 4 | Remove |

Close

**\*\*Note:** If at any point, you notice that a school needs to make corrections or changes, you must have the previous pop-up open, which is where you will find the red Remove button.

 a. The Remove button can be selected within any grade-level.

 b. Once you click Remove and follow the prompts, any school removed from aggregation will now appear in the yellow review submissions' box and will need to be rejected by the LEA Approver again, to grant access back to the School Approver.



**1st Grade**

**District/Charter Literacy Assessment Data**

Submission Due Date: 12:00 AM - 23, Jun 2020

| School | Assessment Tools Used | Total Students | At Benchmark | Approaching Benchmark | Significantly at Risk | |
|---|---|---|---|---|---|---|
| Legacy Traditional School - Avondale | iSTEEP | 16 | 8 | 8 | 0 | Remove |
| Aggregation | | 16 | 8 | 8 | 0 | |

Close

4. <u>Review dates and narrative(s):</u> All school narratives are viewed next to the organization name.

 a. Verify the three-week testing window, for the applicable fall, winter, spring screening period.

**Data Submission Due: 12:00 AM - 23, Jun 2020**

| Grade Level | Total Number of Students | At Benchmark | Approaching Benchmark | Significantly at Risk |
|---|---|---|---|---|
| Kindergarten | 26 | 46.2% | 30.8% | 23.1% |
| 1st Grade | 16 | 50.0% | 50.0% | 0.0% |
| 2nd Grade | 26 | 38.5% | 26.9% | 34.6% |

**Submit to ADE**

Once all information is approved, click "Submit to ADE" and then choose "Yes".

| Organization Name | Comments |
|---|---|
| Legacy Traditional School - Avondale 08/24/2020- 09/10/2020 ✔ | (example) There are no 3rd graders served this year. ✔ Following the initial fall screening, our students identified approaching benchmark and significantly at-risk have been further diagnosed for phonological awareness and phonemic awareness deficits. K-2 teachers, as well as a reading specialist and paraprofessional conduct mixed grade-level small |

5. <u>Final comments:</u> Once all data and narratives are reviewed, the LEA Approver may add any final **Comments/Explanations** for MOWR team.



6. <u>Submit to ADE:</u> Click the blue Submit to ADE button under district data.

7. <u>LEA homepage:</u> After submitting the data to ADE, you will be redirected to the home page. The Literacy Assessment Data box will now indicate that you have no action items pending. The district data submission is no longer accessible and now only available for viewing within the History portion of this portal.

8. <u>View history:</u> Once the LEA data has been submitted to ADE, you will receive an email confirming that the district data has been submitted.
   a. District/charter Literacy Assessment Data is available to view for any submission window in the history portion at the bottom of the homepage.



**If you have any questions or need assistance
with entering, reviewing, or submitting literacy assessment data,
please contact moveonwhenreading@azed.gov or call 602-364-2355.**