



School and District Level Responsibilities for Move on When Reading Literacy Plans and Assessment Data

Welcome to Move on When Reading (MOWR). MOWR implementation requires coordination at both the school and district levels to improve K-3 literacy. Specific guidance on the submission process is available on the MOWR Submission [webpage](#).

Per [A.R.S §15-211](#) (D.) Each school district and charter school shall submit to the department of education a plan for improving the reading proficiency of the school district's or the charter school's pupils in kindergarten programs and grades one through three, except that a school district or charter school that is assigned a letter grade of A or B pursuant to section 15-241 shall submit this plan only in odd-numbered years.

Therefore, 2021-2022 is a year when all K-3 districts and charters must submit to ADE.

School-level Responsibilities Include:

1. Ensuring that all K-3 staff, including teachers, coaches, paraprofessionals, and administrators, are part of the site-based literacy team and have a deep understanding of
 - The school's evidence-based core reading program (Tier 1),
 - The school's literacy assessment system, and
 - The school's evidence-based Tier 2 and Tier 3 intervention systems, all of which are reflected in the school literacy plan.
2. Creating and entering MOWR literacy plans submitted to the district/charter level.
 - MOWR district-level literacy plans are due to the Arizona Department of Education (ADE) annually by October 1st, so school plans should be submitted to the district level for approval and acceptance prior to this date.
 - School plans are aggregated into a single district plan, which is then submitted to ADE by October 1st.
3. Entering K-3 literacy assessment data and accompanying narratives three times per year (due Oct. 1, Feb. 1 and June 1).
 - The data is from the school's Universal Literacy and Dyslexia Screener.
 - The data reflect student reading levels at the beginning, middle, and end of the school year.
 - The data from individual schools are aggregated into a single district submission, which is then submitted to ADE three times per year, so school data needs to be submitted prior to these due dates.



*Submission of MOWR literacy plans and literacy data is a two-step process for all districts and charter schools, even single-site districts and charters. Once plans and data are submitted at the school level by the School Approver, they must be aggregated and submitted to ADE by the LEA Approver in separate portals via ADEConnect. If the second step is not completed, the information is not sent to the Arizona Department of Education

District-level responsibilities include:

1. Assisting School Approvers as needed to gather and submit school-level plans and data.
2. Reviewing and approving all individual school-level literacy plans and assessment data via the district/charter MOWR portal prior to October 1st.
3. Aggregating all school-level literacy plans into one district literacy plan and submitting to ADE through the MOWR portal via ADEConnect by October 1st.
4. Aggregating all school-level literacy assessment data and submitting to ADE by October 1st, February 1st, and June 1st.
5. Submitting district-level information on the specific use of MOWR funds in the previous school year and the expected use of MOWR funds for the current school year.
 - This is entered only once by the LEA Approver in the district literacy plan on the “Final Requirements” tab.
5. Serving as the MOWR contact for the ADE MOWR team.
 - a. It is the responsibility of a district’s entity administrator to ensure school-level and LEA-level MOWR permissions are up-to-date within ADEConnect. ADE cannot update these.
 - i. See [ADEConnect Set-up/Updating Contacts](#) tab.