

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 LEA 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. The 2022 legislative session amended this legislation to remove the alternate-year submission exclusion. Therefore, beginning in 2022-2023, all K-3 schools must submit to the Arizona Department of Education (ADE) each year.

School Approvers are typically site principals, assistant principals, reading specialists, and/or school literacy leaders.

School-level Approvers Must:

1. Ensure 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. Create and enter MOWR literacy plans submitted to the district/charter level.
 - MOWR district-level literacy plans are due to the ADE annually by October 1st, therefore school plans should be submitted to the LEA level for approval and acceptance prior to this date.
3. Enter 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 reflects student reading levels at the beginning, middle, and end of the school year.
 - The data from individual schools are aggregated into a single LEA 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 assessment 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 the 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.

LEA Approvers are typically district/charter superintendents, heads of schools, district literacy leaders, and/or curriculum and instruction directors.

LEA-level Approvers Must:

1. Assist School Approvers as needed to gather and submit school-level plans and data.
2. Review and approve all individual school-level literacy plans and literacy assessment data submissions via the LEA-Approver MOWR portal prior to October 1st.
3. Aggregate all school-level literacy plans into one LEA literacy plan and submit to the ADE through the MOWR portal via ADEConnect by October 1st.
4. Aggregate all school-level literacy assessment data and submit to the ADE by October 1st, February 1st, and June 1st.
5. Submit district/charter-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.
6. Serve as the MOWR contact for the ADE MOWR team.
 - a. It is the responsibility of a district and/or charter’s Entity Administrator to ensure school-level and LEA-level MOWR permissions are up to date within ADEConnect via User Management. ADE cannot update edit user roles.
 - i. See the [ADEConnect Setup/Updating Contacts](#) tab.