

**HEAD START PROCEDURES FOR:  
Assessment for Individualization  
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope: Head Start Performance Standard 1302.33 (b)(d) Assessment for Individualization and Prohibitions on the Use of Screening and Assessment Data (HS)**
  
- 2.0 **Responsibility:**
  - 2.1 Classroom Staff
  - 2.2 Education/Disability Consultant
  - 2.3 Parent
  
- 3.0 **Resources:**
  - 3.1 Education Plan
  - 3.2 CLI Engage, DECA, Brigance III
  - 3.3 LEA/SSA
  - 3.4 Child's File
  - 3.5 Research-based curriculum
  - 3.6 Individualization Notebook
  
- 4.0 **Procedures:**
  - 4.1 Classroom teachers set up a system for observing and collecting facts using methods such as anecdotal notes, portfolios, checklists, pictures and journals. This is meaningful documentation that demonstrates progress towards School Readiness Goals.
  - 4.2 Grantee/Delegate ESC assesses Head Start children three times per year using CLI Engage.
  - 4.3 Teachers will complete CLI Engage assessments and use them to guide curriculum implementation, monitor improvement of the children, support child individualization, and plan for program improvement, including staff development and training. During times of pandemic, emergencies, or natural disasters, teachers will confer with parents when completing CLI assessments using the CLI Engage virtual assessment option, provided by CLI Engage for virtual/remote students and/or have parent(s) bring the child to school in order to complete CLI assessments.
    - 4.3.1 Teachers analyze their documentation and assessments to inform their choice of children's strengths and needs based on the CLI Engage Child Summary Report. Learning activities are also generated on the form. Individualized activities are marked on the lesson plans.
    - 4.3.2 Teachers and parents review the CLI Parent Report at the second Home Visit and Parent Conferences. Parents choose goals for their child based on their desires for their child and suggested areas for improvement identified on the CLI Parent Report. Parent input into the curriculum is included on the lesson plans to better support individualized learning and improve teaching practices.

**HEAD START PROCEDURES FOR:  
Assessment for Individualization  
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 4.4 Ideas for individualization will be documented on the CLI Engage small group form page and/or denoted on the lesson plans from such sources as the researched based curriculum, parental input, anecdotal information, teacher observations and CLI Engage assessments and activity bank. See Individualization flow chart in the Education Plan.
- 4.5 Teachers provide strategies, materials and support to scaffold learning for the whole class, small groups and individual children.
- 4.6 If warranted from the information gathered and with parental or teacher concerns, the child is referred to LEA/ SSA for further evaluation following the procedures in P & P 1302.33(a) (3).
- 4.7 Screening and assessment data will not be used for ranking, comparing or otherwise evaluating individual children for purposes other than research, training, or technical assistance. Data will not be used to provide rewards or sanctions to children or staff, or exclude children from the program or participation.
- 4.8 Assessment data is analyzed by Grantee/Delegate using specific objectives for each School Readiness Goal. Progress of individual children, classes and the program as a whole is monitored and analyzed to adjust strategies.

**5.0 Associated documents:**

- 5.1 CLI Engage reports
- 5.2 Home Visit and Parent Conference forms
- 5.3 Child Portfolio
- 5.4 Anecdotal notes
- 5.5 Individualization Notebook

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Parent Teacher Home Visit and Parent Conference forms	Print	Child's File at ISD	7 years	Shred	ISD locked unit
CLI Engage reports and Analysis	Print and electronic	File Cabinet/ Google Doc	7 years	Shred/ delete	Locked/ password protected
Web-based data system	electronic	on-line	7 years	delete	Secure server Password protected

**7.0 Monitoring:**

- 7.1 Quarterly File Review Reports
- 7.2 CLI Engage Reports
- 7.3 Lesson Plans

**HEAD START PROCEDURES FOR:  
Assessment for Individualization  
COMPONENT: CENTER FOR YOUNG LEARNERS**

7.4 Visit Reports

7.5 Child File

**8.0 Revision History:**

Date:	Revision#	Description of Revision
Created 6/18		
6/18	4.3	Changed “improvement including” to “improvement, including. deleted “the”
6/2019	6.0	Changed “PROMIS” to “web-based data system”
12/1/2020	4.3	Add: During times of pandemic, emergencies, or natural disasters, teachers will confer with parents when completing CLI assessments using the CLI Engage virtual assessment option, provided by CLI Engage for virtual/remote students and/or have parent(s) bring the child to school in order to complete CLI assessments.
4/29/2022		reviewed
12/2022		reviewed