

**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 (EHS)
- 2.0 **Responsibility:**
- 2.1 Classroom Staff
 - 2.2 Education/Disability Consultant
 - 2.3 Parent
- 3.0 **Resources:**
- 3.1 Education Plan
 - 3.2 Teaching Strategies GOLD, DECA, Brigance III
 - 3.3 ECI/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 Early Head Start children three (Region 14) or four (Region 15) times per year using Teaching Strategies GOLD checkpoints.
 - 4.3 Teachers will complete checkpoints 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 checkpoints of virtual/remote students and/or have parent(s) bring the child to school in order to complete checkpoints.
 - 4.3.1 Teachers analyze their documentation and checkpoints to inform their choice of children's strengths and needs based on the Family Conference form found under the Family tab on GOLD by choosing appropriate objectives. Teachers will click the question mark in the bottom left corner of the screen to watch a tutorial on how to create the Family Conference Form. The GOLD platform creates a list of next steps for each child that the teacher then uses in lesson planning. Learning activities are also generated on the form. Individualized activities are marked on the lesson plans.
 - 4.3.2 Teachers and parents review the Family Conference form at the second Home Visit and Parent Conferences. Parents

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choose goals for their child based on their desires for their child and suggested next steps on the Family Conference form. Parent input into the curriculum is included on the lesson plans to better support individualized learning and improve teaching practices.

- 4.4 Ideas for individualization will be denoted on the lesson plans from such sources as the researched based Frog Street curriculum, parental input, anecdotal information, teacher observations and Teaching Strategies GOLD 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 ECI/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 Checkpoint 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 Teaching Strategies GOLD reports
- 5.2 Home Visit and Parent Conference forms
- 5.3 Child Portfolio
- 5.4 Anecdotal notes/GOLD Documentation
- 5.5 Individualization Notebook

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Parent Teacher Home Visit and Parent Conference forms	Print	Child's File at ISD	7 years	Shred	ISD locked unit
GOLD 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

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7.0 Monitoring:

- 7.1 Quarterly File Review Reports
- 7.2 GOLD Documentation and Reports
- 7.3 Lesson Plans
- 7.4 Visit Reports
- 7.5 Child File

8.0 Revision History:

Date:	Revision#	Description of Revision
Created 6/2/2017		
Revised 6/2018	Scope ,4.5 4.1 4.2 4.3 4.3.1 4.3.2 4.4 4.5 6.0 3.6 & 5.5	Deleted “assistants” Added (EHS) Deleted Head Start and added 3 and 4 times per year Added “form found under Family Tab” and instructions for completing the Family Conference Form Added “at the 2nd home visit” added- “research based Frog Street” Shred Added
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 checkpoints of virtual/remote students and/or have parent(s) bring the child to school in order to complete checkpoints.
4/29/2022		reviewed
12/2022		reviewed