



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

2020 Grand Avenue, Suite 500

Laramie, WY 82070

Phone 307-777-5296

Fax 307-777-6719

Website www.k12.wy.us

MEMORANDUM NO. 2009-086

TO: School District Superintendents
Curriculum Coordinators
Elementary Principals

FROM: Lynda Collins, Early Learning Supervisor *LC*
Educational Quality and Accountability

DATE: May 22, 2009

SUBJECT: WDE Early Literacy Plans

IMPORTANT – DATED MATERIAL

THE SUBMISSION OF DISTRICT EARLY LITERACY PLANS

The Wyoming Department of Education will be requiring districts to submit updated District Early Literacy Plans by October 15, 2009. All districts currently have approved District Early Literacy Plans on file with WDE, but many of those have not been updated for several years. We are sure there have been numerous changes to the assessments and interventions that are in place in your district. These updated plans will provide additional information to assist with the analysis of the data from the WDE-626 data collection as required by Wyoming State Statute 21-3-401.

Your district plan should include the following components:

- District name and contact person
- An early literacy assessment plan
 - Screening, diagnostic, progress monitoring, and outcome measures used
 - Timeline for administration
 - Personnel who will administer the assessments

School District Superintendents
Curriculum Coordinators
Elementary Principals
Memorandum No. 2009-086
May 22, 2009
Page 2

- Your research-based intervention/s
 - Number of days each week and amount of time that is allotted for each identified child's instruction
 - Personnel who will deliver the instruction
 - Group size
- A copy of your district's Individual Reading Plan (IRP)

Your plan may also include additional information on core reading instruction, professional development, and the family/home component.

Many of you will be able to update the plans you have in place, but for those of you who would like assistance, Schoolwide Literacy: Instruction and Assessment Planning will be held August 11, 2009, from 8:00 a.m. to 4:00 p.m. at the Holiday Inn in Riverton, Wyoming. This training will assist district and/or school teams in developing, documenting, and implementing literacy instructional and assessment plans as well as individual reading plans (IRPs). The documentation guidance in this training will align with requirements of the WDE-626 early literacy longitudinal data collection. Registration information can be found at: <http://www.zoomerang.com/Survey/?p=WEB2295LKXPBZC>. There will be follow-up WEN sessions scheduled for the 2009-2010 school year. You can also access information on additional WDE literacy trainings this summer on a previous superintendent's memo at: http://www.k12.wy.us/A/supt_memos/2009_076.pdf.

A variety of tools and formats will be available at the training. You are also welcome to use or modify the attached instructional log if it will meet your district's needs as an IRP.

Please submit your Early Literacy Plans to Morgan Amberson at mamber@educ.state.wy.us by the October 15 deadline. The WDE Early Learning Team will evaluate the District Early Literacy Plans after they have been received and districts will be notified if additional information will be required.

Please contact Lynda Collins at 307-777-7193, email: lcolli@educ.state.wy.us; or Jillian Balow at 307-777-8909, email: jbalow@educ.state.wy.us with questions or for additional information.

LC:al

Attachment: Instructional Log

Instructional Log

Student: _____ Grade: _____ Homeroom Teacher: _____

Baseline/Current Reading Assessment	Annual Reading Goals	Comprehensive Reading Instruction	<input type="checkbox"/> IEP Individualized Education Program <input type="checkbox"/> IRP Individualized Reading Plan
Instrument: _____ Date: _____ PA: _____ Phonics: _____ Fluency: _____ Vocabulary: _____ Comprehension: _____	Intervention Decision Making: Slope/Trend Analysis Level of Performance Consecutive Data Point Rule Other: _____	Program: _____ Teacher: _____ Amount of Time: _____ Time of Day: _____ ____ daily Other: _____	Instructional Variables: Comprehensive Core Reading Instruction Setting: Intervention Setting/s:

Intervention Period	Priority Intervention Strategies	Teacher(s) Responsible	Notes on Student Response	Progress Monitoring Assessment Data
_____ <i>(dates)</i> _____ <i>(schedule)</i> Progress Goals PA _____ CO _____ PH _____ VO _____ FL _____				(score/benchmark/status) PA _____/_____/_____ PH _____/_____/_____ FL _____/_____/_____ CO _____/_____/_____ VO _____/_____/_____
_____ (dates) _____ (schedule) Progress Goals PA _____ CO _____ PH _____ VO _____ FL _____				(score/benchmark/status) PA _____/_____/_____ PH _____/_____/_____ FL _____/_____/_____ CO _____/_____/_____ VO _____/_____/_____

Adapted from the work of the Vaughn Gross Center for Reading and Language Arts at the University of Texas at Austin

Instructional Log (continued)

Student: _____ Grade: _____ Homeroom Teacher: _____

Intervention Period	Priority Intervention Strategies	Teacher(s) Responsible	Notes on Student Response	Progress Monitoring Assessment Data
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">(dates)</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">(schedule)</div> <p>Progress Goals</p> PA _____ CO _____ PH _____ VO _____ FL _____				<p>(score/benchmark/status)</p> PA ___/___/___ PH ___/___/___ FL ___/___/___ CO ___/___/___ VO ___/___/___
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">(dates)</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">(schedule)</div> <p>Progress Goals</p> PA _____ CO _____ PH _____ VO _____ FL _____				<p>(score/benchmark/status)</p> PA ___/___/___ PH ___/___/___ FL ___/___/___ CO ___/___/___ VO ___/___/___
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">(dates)</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">(schedule)</div> <p>Progress Goals</p> PA _____ CO _____ PH _____ VO _____ FL _____				<p>(score/benchmark/status)</p> PA ___/___/___ PH ___/___/___ FL ___/___/___ CO ___/___/___ VO ___/___/___