

# K-8 Assessment Portfolio Protocol (Updated 7/07)

**Assessment Portfolios should be placed in a file box and retained in the classroom throughout the school year**

| Document  | What to retain   | How Long?  |
|---|--|--|
| <b>K-1 ELA</b>                                  | Scoring sheets:<br><br>DRA<br>Written Words<br>Reading Words<br>Letter<br>Identification | Retain documents listed through second grade. At the end of second grade reconsider based on student needs. If there are no academic issues relative to reading readiness purge the file. If there are issues, retain the prior year's information until such time as the issues are resolved.   |
| <b>2<sup>nd</sup>-3<sup>rd</sup> DRA</b>        | Recording Sheets<br>Additional Running<br>Records for<br>struggling readers              | Retain prior two years data (i.e., at the end of second grade purge the kindergarten recording sheets).  |
| <b>Writing Assessments</b>                      | Complete student writing sample  | Elementary: Retain 1 <sup>st</sup> and 2 <sup>nd</sup> trimester till the end of year. At end of year, retain only the 3 <sup>rd</sup> trimester. Retain 3 <sup>rd</sup> trimester records for two years. (i.e., at the end of second grade purge the kindergarten recording sheets).<br><br>Middle School: Retain all writing assessment documents for seventh and eighth grades. |
| <b>Mathematics</b>                              | N/A  | K-6 Math performance is warehoused in Edusoft. No items for K-6 are required for the portfolio.  |
| <b>End of Semester Content Area Assessments</b> | Site generated report with mastery level by standard by test                             | Seventh and Eighth grade reports are retained at M.S. and transferred to H.S. at the end of eighth grade.  |

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