



## Data Collection: Reporting and Returning the Class Record Sheet

1. **Class Record Sheet** – Return to the designated lead contact in your school. Check that the record sheet contains the following information:

- Teacher Name
- Grade
- School
- Student first and last name
- Student ID number
- Pre-Test results (with  $x$  for each problem missed and the total number **correct**)
- Post-Test results (with  $x$  for each problem missed and the total number **correct**)
- Number of days absent

**Put the Class Record Sheet in the class folder and return it to the Site Coordinator at the completion of the program.**

### 2. Parent Survey

- The Parent Handbook is distributed at the end of the first week of class and returned the last week of class. Tear off the last page and **include this in the class folder** you return to the Site Coordinator. Give each student who returns the handbook a certificate of achievement.

### 3. Student Progress Report

- Contains the same information as the Class Record Sheet for each individual student
- Goes home with the students the last day of class

## MOVING WITH MATH EXTENSIONS

### Quick Tips To Get Started

The district will use an intervention math program called *Moving with Math Extensions*. This program has developmentally appropriate materials that are validated by scientifically based research.

The program is manipulative based to allow students to develop a knowledge base upon which each lesson will build. It includes rigorous assessment with a complete diagnostic prescriptive system that allows teachers to track progress on all math objectives for each student throughout the program. It is aligned with the State Standards and meets compliance with the NCLB Act. This program adapts to a variety of settings, including after-school tutorials, Saturdays, or summer programs that range from 10 days to 6 weeks, with daily instruction from 45 minutes to 3 hours.

This booklet provides:

- a summary of activities for a **typical day**
- an overview of the **assessment process**
- methods for **returning the Class Record Sheet**



Activity	Location of Materials
1. Students begin with a 5-question <b>Daily Review</b> .	Back of <b>Student Book</b>
2. Students record results of Daily Review.	Inside back cover of <b>Student Book</b>
3. (Optional) – If students do poorly with the Daily Review, teachers can use the reteaching pages called <b>Skill Builders</b> as an intervention. Each problem in the Daily Review is aligned with a math objective that identifies which Skill Builder to use.	<b>Skill Builder</b> worksheets are in the <b>Teacher Manual</b> and can be photocopied.
4. Teacher introduces and directs students through a manipulative-based activity.	Step-by-step instructions are in the <b>Teacher Manual</b> .
5. Students complete <b>Practice Pages</b> related to the hands-on activity.	<b>Student Book</b>
6. Students respond to a <b>Journal Prompt</b> by writing about the math they learned.	Journal Prompts along and a 3-point scoring guide to evaluate student responses are in <b>Teacher Manual</b> .
7. Students complete a set of <b>Daily Review</b> problems.	Back of <b>Student Book</b>
8. (Optional) – Students can continue with a <b>Skill Builder</b> worksheet.	Skill Builder worksheets are in the <b>Teacher Manual</b> and can be photocopied.
9. (Optional) – Students can end the day with a math game.	All games are described in the <b>Teacher Manual</b> .
<b>Pacing:</b> The designers of the program have a 20-day pacing calendar in the foreword. The complete plan (activities 1–9) are shown on the calendar and should fit well into a 1-hour or 2-hour session.	

**Assessment #1: Pre-Test**

- Given on **day 2** of program or, if student is absent, as soon as they return.

**Record the results of the Pre-Test in three locations:**

**1. The Class Record Sheet**

- Found in the Assessment Section of Teacher Manual
- Used to record **Post-Test** results
- Is the **essential** document to measure student success in this program
- Will be collected at the end of the program and sent to Math Teachers Press to produce a complete analysis for the state

**2. The Parent Handbook**

- Given to each student to take home
- Shows Pre-Test results to share the student’s strengths and weaknesses with parents and should be sent home in the first week
- Contains a **parent letter** that explains the program and how parents can help at home
- Contains games and activities with simple instructions to show parents how math skills are taught
- Contains a **certificate of achievement** that students receive when the completed handbook is returned during the last week of the program

**3. The Student Progress Reports**

- Are given to each student at the end of the program
- Communicate the student’s **Pre-Test** and **Post-Test** results for each math standard to parents
- Are copied and turned in to the lead teachers at the end of the program

**Assessment #2: Post-Test**

- Given during the last week of the program (start testing on Tuesday of the last week)
- Essential for all students to take, so **do not do this on the last day of class**
- Results are recorded on the **Student Progress Report** and **Class Record Sheet**. Turn the Class Record Sheet in to the lead teachers.

**Daily Assessment**

- As part of the “typical day” there is continual assessment of student success. See the “**Typical Day**” for **Daily Review**, **Skill Builder**, **Practice Page**, and **Journal Prompt** assessments.