



GETTING ORGANIZED

There are a variety of ways to organize collecting information about children's progress. Below are just a few examples that may help get you going. These examples work when handwritten or created on the computer. Find what works best for you.

1. Make a chart with a row for each child:

- Keep a master copy with children's names on it for future use.

Assessment Tracking Chart				
<i>Janae</i>				
<i>Jose</i>				
<i>Mark</i>				

2. Label the chart's columns with learning areas you are focusing on in assessment:

- Include universal learning targets for all curriculum areas for the whole class.
- Indicate specific targets for children who need some extra help to stay on track.
- Specify individualized goals or skills for children with IEPs or BSPs.
- Mark the cells as assessment data is collected so you do not miss anyone.

Assessment Tracking Chart	All children	All children	Extra support	IEP
	<i>Plays with one or two preferred playmates.</i>	<i>Places objects in two or more groups based on differences.</i>	<i>Shows interest in books.</i>	<i>Completes a structured activity in time with her peers.</i>
<i>Janae</i>		<i>With assistance, sorted red and yellow objects.</i>		<i>Stayed at sm.grp for whole activity.</i>
<i>Jose</i>	<i>Outside played with 2 children in chase game.</i>			
<i>Mark</i>		<i>Sorted balls outside into big/ small piles.</i>	<i>When given book, opened it, but did not look at book.</i>	

If you are looking for a convenient alternative to a chart, consider using a computer-based tracking system to make sure you collect progress information about each child in each domain.

