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Nova Scotia Student Information System

Nova Scotia Public Education System

# Reading Recovery<sup>®</sup> Records

User Guide

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## 1 OVERVIEW

- ✚ Reading Recovery records will be entered for students at the following stages:
  - Entry to Lesson Series
  - Exit from Lesson Series
  - End of Year in grade 1, grade 2 and grade 3.
  - A Carryover Entry record should be created for those few students who may have lessons at the beginning of grade 2.
- ✚ Teachers enter data as soon as student selection for Reading Recovery is confirmed.
- ✚ Remember to set record status to **Complete** when all data are entered for a record.
- ✚ If a student transfers into a new school or for other special circumstances, see section 3.

## 2 CREATING AND EDITING A NEW READING RECOVERY RECORD

- ✚ Log into PowerSchool and select the school for this student.
- ✚ From the PowerSchool Start Page, type the student's "last name, first name" or just "last name" into the search window and select the student.
- ✚ From the student's menu (left hand side) under the section **Academic Records**, select **Reading Recovery**.
- ✚ Click the button "Setup Entry to RR Record".

Academic Support

Early Literacy Support

Observation Survey

Reading Recovery

Start Page > Reading Recovery Support

### Reading Recovery Support - Student Home Page

[Setup Entry to RR Record](#)

Student Records														Copy	Excel	Print
Record Id	Record Type	Student Number	Student Name	School	Grade	Program	Assessment Date	Status	Assessment Resource	Text Level	Accuracy	Self Correction Ratio	Modified By	Modified On		
No Reading Recovery records found.																

\* Showing total 0 records

## 2.1 ENTRY TO READING RECOVERY RECORD

### Status

- **Complete:** Enter results for all tasks for this student and press the Submit button to complete the record.
- **In progress:** In special circumstances, by selecting In Progress you are able to enter any task and return to the form later (not all the fields are required).

### Reading Recovery - Student Record

The screenshot shows a web form titled 'Entry to RR'. Under the 'General' section, the 'Status' dropdown menu is open, displaying the following options: 'Complete', 'Please select', 'In Progress', and 'Complete' (which is highlighted in blue). The 'Date Support Began' field is visible below the status dropdown.

**Date Support Began:** Enter the date of the first lesson.

### Assessment Information: Running Record










- All the fields in this section are required to complete the record.
- Choose the assessment resource, Instructional Text Level, Accuracy (%) and Self-Correction Ratio from the dropdowns. All must be filled in to complete the record.

The screenshot shows the 'Assessment Information' section of the form. It contains four dropdown menus: 'Assessment Resource' (set to 'Reading Recovery'), 'Instructional Text Level' (set to '2'), 'Accuracy (%)' (set to '92'), and 'Self-Correction Ratio' (set to 'Please Select'). A red error message is visible below the 'Self-Correction Ratio' dropdown.

1: ▲ Missing required field


## Additional assessments: Tasks


- All the remaining tasks are checked **Applicable to Student** by default, indicating they are all to be filled in before the record is completed.
- Fill in the **Date Assessed** and **Raw Score** for each task. **Date assessed** is the date the task was administered.
- Stanines are automatically calculated, if applicable, based on raw score and time of year.

Additional Assessments	Applicable to Student? 	Date Assessed (mm/dd/yyyy) 	Raw Score	Stanine 
Letter ID	<input checked="" type="checkbox"/>	MM/DD/YYYY 	(none) ▼	<input type="text"/>
Concepts about Print	<input checked="" type="checkbox"/>	MM/DD/YYYY 	(none) ▼	<input type="text"/>
Word Reading	<input checked="" type="checkbox"/>	MM/DD/YYYY 	(none) ▼	<input type="text"/>
BURT	<input checked="" type="checkbox"/>	MM/DD/YYYY 	(none) ▼	<input type="text"/>
Writing Vocabulary	<input checked="" type="checkbox"/>	MM/DD/YYYY 	(none) ▼	<input type="text"/>
Hearing & Recording Sounds	<input type="checkbox"/>	MM/DD/YYYY 	(none) ▼	<input type="text"/>

## Comments (optional)

- The comment section is to be used only for moved/transferred students.

 Verify that the form status is **Complete**.

 Click **Submit** to save your data. You will return to the Student Home Page.

## 2.2 EXIT FROM READING RECOVERY RECORD

- Search for and select the student.
- From the student's menu under the section **Academic Records**, select **Reading Recovery**.
- You may either use the buttons or choose the student record using the pencil icon:

### Reading Recovery Support - Student Home Page

[Setup Exit from RR Record](#)
[Setup End of Year \(Grade 1\) Record](#)

Student Records														
Record Id	Record Type	Student Number	Student Name	School	Grade	Program	Assessment Date	Status	Assessment Resource	Text Level	Accuracy	Self Correction Ratio	Modified By	Modified On
97528	97528				1	English	09/15/2015	Complete	Reading Recovery	10	92	4	Curry, Sarah	07/14/2016

\* Showing total 1 records

- Select the **Exit from RR** tab.
- Enter the student's status on exit from Reading Recovery.

General

Student Status

Please select \*

Date Support Ended

Please select

Number of Lessons Completed

RS: Recommended substantial progress (grade 1 student)

RL: Recommended limited progress (grade 1 student)

Number of Weeks

M: Moved

P: Progressing but unable to continue

A (c/o): Accelerated progress (carry-over student)

RS (c/o): Recommended substantial progress (carry-over student)

RL (c/o): Recommended limited progress (carry-over student)

Assessment Information

Assessment Resource

Please select \*

- Enter the Running Record and Observation Survey task data in the same way as the *Entry to Reading Recovery* record (section 2.1 of this document).
- Click **Submit** to save your data. You will return to the Student Home Page.
- If student has moved or transferred and exit data are incomplete, refer to section 3 of this document.

## 2.3 END OF YEAR (GRADES 1, 2, 3)

If the student has a June Exit from Reading Recovery record (with Observation Survey data administered in June), **do not complete** the End of Year Grade 1 record. **Do** record this information in the Provincial Observation Survey module.

- ✚ Search for and select the student.
- ✚ From the student's menu under the section **Academic Records**, select **Reading Recovery**.
- ✚ You may either use the buttons or choose the student record using the pencil icon.
- ✚ Enter the Running Record and Observation Survey task data in the same way as the *Entry to Reading Recovery* record (section 2.1 of this document).
- ✚ Remember to set record status to **Complete** when all data are entered for a record.

### Reading Recovery Support - Student Home Page

[Setup Exit from RR Record](#)

[Setup End of Year \(Grade 1\) Record](#)

#### Student Records

Record Id	Record Type	Student Number	Student Name	School	Grade	Program	Assessment Date	Status	Assessment Resource	Text Level	Accuracy	Self Correction Ratio	Modified By	Modified On
97528	97528				1	English	09/15/2015	Complete	Reading Recovery	10	92	4	Curry, Sarah	07/14/2016

\* Showing total 1 records

**CARRY-OVER NOTE:** If a student has an end of year record in Grade 1 but no exit record, the software will want to know if this student is a carry-over student (will receive lessons in grade 2). If the student is not a carry-over student, they must have a completed Exit Record.

General

Status

Complete

Year End Assessment Date


06/10/2016

Carry-Over Student?

☒

## 2.4 EDITING OR DELETING A RECORD

- ✚ To edit an existing record (e.g. add results from another Observation Survey task, correct an error), navigate back to the student page (**Academic Records**, select **Reading Recovery**) and click the pencil icon.
- ✚ To edit a record that you did not create, call your Reading Recovery Teacher Leader.
- ✚ To delete a record, call your Teacher Leader.



Record ID	Student Number	Student Name	School	Grade
34774			Oxford Regional Education Centre	1

\* Showing total 1 records

### 3 SPECIAL CIRCUMSTANCES (TRANSFERS, CARRY-OVER, CHANGES)

- ✚ Reading Recovery student transfers out of school: fill out an *Exit from RR* record indicating student's final status with as much information as possible on that student. If data for Observation Survey tasks are missing, uncheck the box under "Applicable to Student" and they will not be required to complete the record. Use the most recent Running Record information you have for that student. Request a Student Transfer form from your Teacher Leader.
- ✚ Reading Recovery student transfers into school that offers Reading Recovery: complete a new Observation Survey. Fill out a new *Entry to RR* record if necessary (new school board) or place the results in the comments of an existing *Entry to RR* record (same school board).
- ✚ If you require changes or deletions to a record that was not created by you, you will need to contact your Reading Recovery Teacher Leader to complete the changes.
- ✚ Carry-over student: The table below shows the progression for carry-over students compared to students completing their lesson series in grade 1.
  - Do not fill out an *Exit from RR* record in grade 1 for a carry-over student. If a record was entered by mistake, contact your Teacher Leader to delete it.
  - Fill out the *End of Year Grade 1* record.
  - Fill out the *Carry-Over Entry* record at the beginning of Grade 2.
  - Fill out the *Exit from RR* and *End of Year* records for Grade 2.

Students completing lesson series in grade 1	Carry-over students
Entry to RR	Entry to RR
Exit from RR	End of Year Grade 1
End of Year Grade 1	Carry-Over Entry
End of Year Grade 2	Exit from RR
End of Year Grade 3	End of Year Grade 2
	End of Year Grade 3

### 4 SEARCHING FOR STUDENTS THAT HAVE A READING RECOVERY RECORD

- ✚ From the PowerSchool Start Page, under the **People** menu, click on **Reading Recovery Support**.
- ✚ By default, this page will display all students that had a record during the currently selected academic year.
- ✚ Use the drop-down menus to set any of the filters you need to narrow down your search results.
- ✚ Click **Search**. The page will refresh and display only those records that match your filter criteria.
- ✚ Click on the pencil icon to open any of the records you wish to view or modify.