

# Reporting

## Introduction

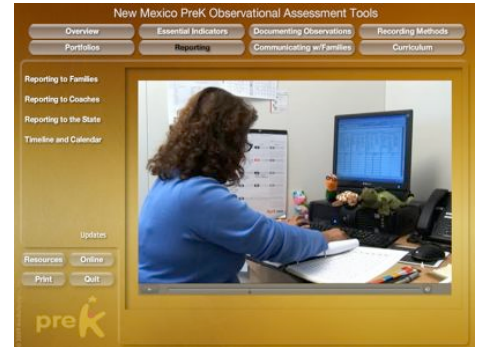
The State of New Mexico has specific requirements for reporting children's progress. Reports provide a comprehensive view of the development of each child in all 7 learning domains.

Forms are used to track progress throughout the year, and results are formally reported to the state twice a year and shared with the PreK Consultants throughout the school year. Progress is also reported through collection of portfolio documentation of essential indicators selected by the State of New Mexico as basic PreK portfolio requirements.

In addition, progress is reported to families three times a year in conferences with teachers.

After viewing this section, you will be able to describe:

- the requirements for reporting results of each child's progress; and
- the timeline and calendar for implementation of the New Mexico PreK Assessment Tools.



## Reporting to Families

Family conferences are required three times a year – fall, winter, and spring. In the fall and spring, each child's portfolio collection is presented to and discussed with family members. At the winter conference, teachers continue to report on the child's progress and learn more about the family's goals and concerns.

These conferences are valuable opportunities to share progress with family members and to engage them as partners in supporting the development of their child.



## Working with PreK Consultants

Working with PreK Consultants is an important aspect of the reporting process and is designed to augment the professional development of teachers.

The role of PreK Consultants is to help teachers implement the recommended practices related to high quality curriculum and assessment practices in New Mexico PreK. PreK Consultants provide feedback to teachers as they visit the classrooms and observe the PreK program in action. This feedback is extremely valuable and contributes to the continuous improvement of teachers' efforts as they work with children, document their progress and communicate with families.

In addition, the PreK consultants provide coaching about the documentation of the Essential Indicators on both Quick Check Recording Sheets and portfolio forms. Special portfolio coaching visits are scheduled so that teachers can share their completed documentation with the consultant. In these visits, the consultant reviews the documentation and gives feedback to the teacher to assist in the assessment process. Also, twice a year,



accountability visits are scheduled to ensure that all documentation is completed for each child in NM PreK.

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## Reporting to the State

Although documentation is kept daily, reporting children's progress to the state occurs twice a year.

Teachers are asked to assign rubric ratings on 22 of the 23 Essential Indicators.

Teachers who have children with special needs and are recording EI's 24 and 25 do not report those indicators to the state.

No rubric rating is assigned to Essential Indicator #13, Creativity. Instead, teachers collect a portfolio sample that shows how the child demonstrates his or her own creativity. Teachers do not assign a rating for this essential indicator.

Essential Indicators with Rubrics Report Forms are simple to complete, if you have good documentation of your observations.

Fill in the child's name, your name, the year of the report, and the appropriate rubric rating for each of the 22 essential indicators that require such a rating. Again, no rubric rating is assigned to EI #13, Creativity.

Reporting is done online, using the completed *Essential Indicators with Rubrics* report forms as references.

To submit reports, go to [www.newmexicoprek.org](http://www.newmexicoprek.org)

Click on *PreK Programs Login* and type your username and password.

Click *PreK Contractors* link.

Select your contractor name and click on *Get Contractor*.

Click on *Site Name*, and then *Students*.

Click on the student's name, and then click on *Add New Student Observation*.

Enter a rubric rating for each EI by moving the slider to the appropriate rating, or by clicking the arrow buttons to increase or decrease the rating, or by entering the rating manually in the box at the right.

When finished, select the name of the administering teacher from the drop down list and enter the type and date.

Click *Save Rating Scale*.

If you need to make changes, click *Edit* at the top of the Student Observation page.



## Timeline and Calendar

Timelines have been established for submission of various types of documentation. To meet submission deadlines, it is recommended that you begin planning weeks in advance. A planning calendar helps organize time efficiently and maintain focus on the task of recording observations and completing Essential Indicators with Rubrics and portfolio forms.

It is recommended that teachers document children's performance across time so that a five to six month time span separates the two times of documentation. And, in order to reasonably accomplish the task of recording twenty-three essential indicators per child twice a year, it is recommended that teachers organize the documentation process so that certain EI's are noted over a few weeks' time.

A Calendar of Implementation for both the Quick Check Recording Sheets and the portfolio items has been developed in order to guide the assessment process.

Use the Calendar of Implementation to guide your own process and check with your administrator and PreK Consultant for exact dates and submission requirements, which are updated annually.

