

Baseline Amendment Form

Teachers should only request a baseline amendment if change in student population will change the Student Learning Target as it has been entered in CIS AND will result in a different score for the SLT. You should complete one form for each SLT that requires an amendment. If an amendment is required (see STEP 5), you should not report results in CIS until the SLT amendment is completed.

The following courses' SLTs are not dependent on a particular baseline, and as such, **teachers of these subjects should not proceed any further with this form**: Pre-K (Meets Expectations), DCCA (except K-3 Literacy), ESL (ELDA test), EOC (except English III), AP/IB courses, READ 180. If you teach one of these courses and have experienced a significant change in your student population that may affect your SLTs, reach out to your evaluator and/or Compass contact before reporting results.

STEP 1: Print a copy of your SLT as it is currently entered in CIS. To generate a printable report, click on the "Student Learning Target" tab, then the "Print" tab.

STEP 2: Using the information you listed on the Exclusion from Results form, recalculate your total number of students and the total number of students who were at the required baseline (ex: the total number of INCLUDED students who scored Basic or above on 15-16 LEAP). Be sure to EXCLUDE the students identified in **Exclusion from Results Form**. You may use the attached **Baseline Amendment Worksheet** to help with this step if you choose.

STEP 3: Locate the appropriate SLT calculator from the Data/Instructional Performance Resources website (<http://jpschools.org/departments/datainstructional-performance/>). Using the new totals from STEP 2, enter required information into your SLT calculator. Print and write "amended" at the top of this form. This will also be submitted along with this form.

STEP 4: Calculate SLT Results and complete the table below.

Based on your post-assessment results, enter your results statement as you will report it in CIS.

Example: ___% of students (___ of ___) scored Good or above on the EOC.

Using the attainment ranges from the original SLT calculator, circle the SLT score you would receive.				Using the attainment ranges from the amended SLT calculator, circle the SLT score you would receive.			
1	2	3	4	1	2	3	4

STEP 5:

If you circled **different** scores in STEP 4 (above), submit a copy of this form and the accompanying materials (see checklist below) to your evaluator. Upon review, your evaluator will submit to your Compass contact, who can approve the amendment and unlock the SLT(s) in CIS, as necessary. **Do not report results until this process is complete.** You will not be able to amend an SLT in CIS once results have been reported.

If you circled the **same** score above, you do not need to amend your SLT and may continue with reporting your results in CIS.

Signatures: I have reviewed this information, along with attached documentation, and verify that it is complete and accurate.

Employee Signature

Evaluator Signature

Materials Checklist (for employees and evaluators):

- Exclusion from Results Form
- SLT report from CIS
- Amended SLT Calculator

APPENDIX B: Baseline Amendment Worksheet (OPTIONAL)

(1) Based on the baseline information CURRENTLY in CIS, complete the following:

Total Number of Students	Number of Students Proficient*

* The number of students who met the **required baseline** for your SLT (ex. scored Basic or above on LEAP)

(2) Subtract students not included in the results (students listed on Exclusion from Results Form):

Number of Excessive Absences	Number Proficient (baseline)

Number of ESL Newcomers	Number Proficient (baseline)

Number of Dropped Students	Number Proficient (baseline)

NEW Total Number of Students (Total from Step 1 – Totals above)	NEW Number Proficient (Total from Step 1 – Totals above)

(3) Add students not included in baseline (if baseline is available)

Number of Students	Number Proficient

NEW Total Number of Students (Total from Step 2 + Total above)	NEW Number Proficient (Total from Step 2 + Total above)

These are the new numbers that you will use to complete STEP 3 of the Baseline Amendment process.