

Reporting SLT Results in CIS

STEP 1: Complete Exclusion from Results Form

1. Review student attendance documentation and choose whether you will exclude students from sections (b), (c), and (d). Circle all your choices on the printed copy of the form.

NOTE: Students included in section (a) MUST be excluded from SLT results.

Teachers may choose to exclude students listed in sections (b), (c), and (d) but must exclude the ENTIRE group (not individual students).

2. Add the total number of excluded students and complete that box on the form.
Review page 2 to ensure that a student is only being counted once even if the student falls into multiple categories (ex. a student who enrolled after October 1 **AND** has 10 unexcused absences in the spring semester should only be counted one time in this total).
3. Sign the bottom of page 1, and submit a copy of pages 1 and 2 to your evaluator.
4. **OPTIONAL: Baseline Amendment Form** Complete this form **ONLY** if your situation meets the requirements outlined at the top of the form. **NOTE:** If you are completing a Baseline Amendment Form, this form must be submitted to your evaluator for approval **PRIOR** to reporting results on your SLTs.

STEP 2: Report Results in CIS

1. Gather your assessment data. Use the Exclusion from Results Form to indicate students who will not be included in Student Achievement Results.
2. Follow the steps below to enter results in CIS.

1) Click on the Student Learning Target tab, then the Report Results On tab.

2) Select your SLT from the drop-down menu.

3) Type your Student Achievement Results.
ex: 58.46% (38 of 65) of students scored Basic or above on EOC.

4) Type a comment (or your initials). DO NOT ENTER STUDENT NAMES.

5) Click Submit.