



Create an assessment plan and add the dates to the calendar

SCHOOL EXAMPLES

- Waupaca Learning Center put together a Positive Behavioral Interventions and Supports (PBIS) handbook and outlined the assessments so they are not scheduled so closely together. Staggering them helps teachers keep things straight and not confuse the different surveys and assessments.

– *Waupaca Learning Center*

- Milwaukee Public Schools' district team supervisor and external coaches develop an annual district calendar for all behavior and academic-focused multi-level system of supports (MLSS) assessments. The calendar also includes other benchmark assessments to ensure assessment times do not overlap. External coaches share the calendars directly with school internal coaches and administrators. It is hyperlinked into monthly newsletters and is included in relevant district professional learning support sessions, such as a booster or networking session on systems assessment action planning.

– *Milwaukee Public School District*

- Schedule the assessments and a regular time for reviewing assessment data on school's calendar
- Districts may wish to coordinate assessment times across their schools at the beginning of the school year
- Be sure your assessment timeline takes into consideration what else is happening throughout the year
- If assessments are taken about the same time each year, they become a predictable part of the schedule
- Assessments are part of the agenda for leadership team meetings