

# ELEMENTARY SCHOOL GOAL:

## For Students in Grades K-5: Complete School Year with Promotion to Next Grade

The K-5 Specialist should proactively monitor the academic performance of all students and provide educational advocacy and/or connect students to tutoring and supports, as needed. The K-5 Specialist should complete these steps for all elementary school students each year.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Ensure student has access to a functioning device and is set up for virtual learning	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Monitor attendance (Monthly)	<input type="radio"/> YES <input type="radio"/> NO		**Track Attendance Rate(s) on next page
<input type="radio"/> Enter NYS exam scores from the previous school year when they become available in the fall (for Grades 4 & 5 only)	<input type="radio"/> YES <input type="radio"/> NO		** Track NYS Exam Scores on next page
<input type="radio"/> Monitor grade promotion status if it is in doubt (in March for DOE schools)	<input type="radio"/> YES <input type="radio"/> NO		Grade Promotion Status:
<input type="radio"/> Monitor grade promotion status at end of school year	<input type="radio"/> YES <input type="radio"/> NO		Grade Promotion Status:
<input type="radio"/> Monitor grades (at least twice a year; as frequently as provided)	<input type="radio"/> YES <input type="radio"/> NO		**Track Grades on next page

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Refer student to quality tutoring, if needed	<input type="radio"/> YES <input type="radio"/> NO		Tutor Name:
<input type="radio"/> Contact tutor regarding student progress and performance on at least a monthly basis	<input type="radio"/> YES <input type="radio"/> NO		Enter tutoring sessions in CONTACTS section:
<input type="radio"/> Assist with busing/transportation	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Speak to/meet with school personnel to discuss student performance, progress, and any needs	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Speak to/meet with the student's case planning team to discuss performance, progress, and any needs	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Speak to/meet with the student's birth parent/foster parent to discuss performance, progress, and any needs	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Improve student's attendance by coordinating with school, parents, and/or Case Planner and putting any needed plan or supports in place	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Coordinate with Case Planner and family to develop a plan to assist the student in being promoted to the next grade (if promotion is in doubt)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Connect student to afterschool supports, if needed	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Help ensure student enrolls in summer school (required if student will not be promoted without summer school)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Monitor summer school completion and performance	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Work with school and young person to reduce suspensions	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Request a special education evaluation (requires parent's consent)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Request 504 accommodations (requires parent's consent; if student is 18 or older, the student can request 504 accommodations) See <a href="#">Appendix F3: Special Education Consent Chart</a> and <a href="#">Appendix F20: Section 504 Guide</a>	<input type="radio"/> YES <input type="radio"/> NO		Result:
<input type="radio"/> Conduct advocacy with DOE/school to help student obtain particular service or accommodation	<input type="radio"/> YES <input type="radio"/> NO		Service Obtained:
<input type="radio"/> Help ensure school stability when student enters foster care and if student transfers homes	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assist with school transfer, if that is the best or only option	<input type="radio"/> YES <input type="radio"/> NO		Name of School:
<input type="radio"/> Other:	<input type="radio"/> YES <input type="radio"/> NO		

\*If the student will be in Grade 1-5 during the upcoming school year, select this goal again. Continue selecting this goal until the student graduates 5th grade.

\*\*Use reverse to track Attendance Rates, Grades, NYS Exam Scores, Grades, Grade Promotion Status and add additional notes.

GOAL TRACKING		*If the student attends summer school, wait until it is over before closing the goal*
START DATE: _____	<b>GOAL STATUS</b>	<b>NOTES:</b>
STUDENT NAME: _____	<input type="checkbox"/> COMPLETED Final Promotion Status: _____ Final Attendance: _____	
SPECIALIST: _____	<input type="checkbox"/> NOT COMPLETED Final Promotion Status: _____ Final Attendance: _____	

ELEMENTARY SCHOOL: \_\_\_\_\_

YOUTH START DATE: \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

Enter the monthly attendance rate using a scale of 1 to 100 with up to 2 decimal places. Do not include the % sign. (For example, attendance of 90.75% should be entered as 90.75)

MONTHLY ATTENDANCE RATE	DATE	NOTES

TOTAL DAYS PRESENT

TOTAL DAYS REGISTERED

Enter the final / end of year grades using a scale of 1 to 100 with up to 2 decimal places. Example: 90.25

SUBJECT	GRADE	DATE	NOTES
ENGLISH			
MATH			
SCIENCE			
SOCIAL STUDIES			
OTHER			
OTHER			

FINAL / YEAR-END GPA:

NEW YORK STATE EXAM	SCORE	DATE	NOTES

ADDITIONAL NOTES