**Portfolio Updates**

**Returning Third Grade Teacher**

This document provides returning third grade teachers with the necessary updates to portfolio administration and guidelines for the 2014-2015 school year. The passages are considered secure. All teachers must have an up to date Teacher Signature Sheet on file.

Passages administration should:

* be done by a student’s primary reading teacher
* be a cold read
* be completed independently
* be untimed
* no more than 3 passages should be administered in a week
* all attempted passages must be documented, dated, recorded and stored in a student’s portfolio
* the passages are not for all children in your class
* passages can be attempted only once

**Updates:**

1. DPI is providing 3 additional passages per standard for instructional use. The instructional passages will be clearly marked and may only be used for instructional purposes.
2. All answer keys have been reviewed and updated to ensure accuracy.
3. Passage administration is scheduled to start at the beginning of the school year. (between days 16-20)
4. The 2014-2015 Read to Achieve Passage Administration Document for Third Grade is located on CMAPP under ELA Third Grade.
5. Teachers should have access to reading selections so they may decide which passages are most appropriate.
6. After a child has read a selection and answered the items, teachers can review the selection and the item response with those students who have been assessed on the passages. This will provide needed feedback to students on their performance.
7. Passages, including instructional, cannot be completed as homework or sent home.
8. It is teacher discretion when to stop the administration of passages to those students unable to demonstrate proficiency after multiple attempts across the standards.
9. If administration was stopped, focus should be placed on helping the student obtain the necessary reading skills in order to resume passage administration.
10. Parents can see the passages their child attempted only during a parent teacher conference in the school. Copies of passages cannot be given to parents.
11. Parents can get score results of portfolio passages sent home in student folders. DPI has communicated that copies of the Electronic Student Summary Score Sheet should not be sent home. If you feel a need to send scores home, finding another form of communicating the information is necessary.