STAAR To-Do List

Writing 5th Math/Reading 4th Math/Reading 3rd Math/Reading

Now:
- Get STAAR training on campus calendar. Remind staff that this is a mandatory training for ALL staff members.
- Begin benchmark prep. Link for benchmark to-do list [here](#).

February:
- Create testing groups with teachers
- Order supplies - pens, pencils, erasers, post-its, highlighters, snacks, headphones, etc.
- Make sure you have enough tubs (stackable tubs)
- Sub spreadsheet - Share with Brandye (attendance clerk) Example [here](#).

March:
- STAAR Training
  - Create training presentation. Examples [here](#) and [here](#).
  - Print out oaths - CTC, principal, teacher, paras. Type in as much as you can so all they have to do is fill out their name and sign.
  - Put names on teacher manuals.
  - Create & print sign out list for manuals and oaths. Example [here](#) and [here](#).
  - Create & include tub pick-up schedule. Examples [here](#) and [here](#).
  - Create & include STAAR day schedule (lunch, recess, specials, etc.) Examples [here](#) and [here](#).
- Make sure all testing tubs are labeled (by teacher or room number)
- Check in with diag & 504 coordinator - are accommodation up to date in Testhound? Example [here](#).
- Have teachers check and approve accommodations. Example [here](#) and [here](#). Due: ____
- Arrange for snacks (students & teachers). Teacher breakfast order form [here](#).
- Pre-code verification done (Jodi sends out email)
- Get “New to Texas” form from office
- Make sure new students are in Test Hound. If not, add.
- Check accelerated students - Are they assigned appropriate test?
- Verify testing groups with teachers. Make adjustments as necessary.
- Make sure all students and teacher administrators are assigned rooms.

When Materials Arrive:
- Inventory Booklets within 24 hours of arrival: Materials - Inventory - Receive Material.
- Check answer documents. Does every student have one? Are any damaged?
- Print class rosters including homeroom teachers and room numbers. Example [here](#).
- Place booklets in tubs first. Then scan and assign them to students. Add an extra for teacher administrators for oral administration.
- Place accommodation materials in tubs - supplemental aids, post-its, etc.
- Place answer documents in appropriate tubs.
- Check your small groups. Are they assigned the correct teacher & room number?
- Let resource teacher know where her students will be testing.
- Highlight “Basic Transcribing” on accommodations sheets to remind teachers.
- Arrange for IT to show teachers & students how to login to online testing.
- Do folders have:
  - Seating Chart (Report - Material Control)
  - Accommodation Sheets (Report - Room Accommodations)
  - Sign Out/Medical Purposes (Report - Room Start/Stop)
  - Sample answer document. Example [here](#).
  - Teacher checklist. Example [here](#) and [here](#).
  - Door Signs - Do Not Disturb, Break, Help, etc.
  - Basic transcribing statement if necessary.

**Week Before Test:**
- Send out reminder email to teachers - include pick up schedule, lunch/recess/specials schedule, walkie reminder, jeans, etc. Examples [here](#) and [here](#).
- Print accommodation signs for doors. (These go on Do Not Enter signs. Example [here](#).
- Walk building. Have “looking good” or “warning” signs ready. Example [here](#).
- Technology check - Do teachers & students know how to login for online testing?
- Bathroom monitors in place.
- Teachers verify accommodations one last time. Example [here](#).
- Print Teacher Sign Out Sheet for STAAR morning - (Report - Master Materials)
- Do booklet numbers match on Teacher Sign Out sheet?
- Absent plan in place. Who will give re-takes?

**When Finished:**
- Void extra answer documents (SLC, moved away, online students, etc).
- Check all answer documents - score code, new to Texas, other, etc.
- Answer documents in ABC order. Hand gridded and voided documents on top.
- Scan booklets back into boxes. Keep tests separate. Ex: Box 1 = Writing; Box 2 = 5th Rdg & Math. (Materials - Scan to Boxes)
- Print “Box Booklets” form and place in Box 1. (Materials - Boxed Booklets)
- Jodi’s forms complete:
  - Fill out “Basic Transcribing Form”.
  - Absent Form
  - Fill out “Other” form
  - Others

*Test Hound Cheat Sheet*