

Documentation Plan for: _____

School Year: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Centers:					
Transitions:					
Rest Time:					
Other:					

Directions: Plot the amount of time on the “when” you will collect documentation and the “how.” Use this as a framework to build a system and help you stay on track for getting adequate documentation for assessment and planning. Post in your room as a reminder! You can always make a new one if you want to update your plan!

Questions to think about: Times of good student engagement without teacher direction? How will you collect data? What tools do you need? When will you upload into portfolios? When will you assess?

*Anecdotal, TSG Ap videos, pictures, kids work, voice recordings, checklist

EXAMPLE:

Planned transition with checklist, pictures, videos (TA-to record as teacher facilitates planned transition)

	Monday	Tuesday	Wednesday	Thursday	Friday
Centers:		Once settled, 10 minutes of collecting videos and pictures via TSG App (T)	Once settled, 10 minutes of collecting videos and pictures via TSG App (TA)	Once settled, 10 minutes of collecting videos and pictures via TSG App (T)	Once settled, 10 minutes of collecting videos and pictures via TSG App (TA)
Transitions:	Planned transition with checklist, pictures, videos (TA-to record as teacher facilitates planned transition)				Planned transition with checklist, pictures, videos (TA-to record as teacher facilitates planned transition)
Rest Time:	5 minute review of any goals or students of focus for documentation (T and TA)	Spend 20 minutes uploading documentation and coding in TSG (T)	Spend 20 minutes uploading documentation and coding in TSG (T)		Print Documentation Report to check missing goals and students to support planning for upcoming weeks. (T-every 2 weeks)
Other:		Once settled or after a planned activity, spend 10 minutes taking pictures, videos through TSG app (T or TA)	Small Group Intentional Graph Chart, notes (T)	Small Group Intentional Graph Chart, notes (T)	

Tips:

-Start simple and add to once you find a rhythm

-It is ok to start and then try it a different way. This is how you find a system that works for you and for the team.

-Brainstorming and doing your best to follow keeps you intentional and will help you obtain better documentation.

-Be flexible. If you aren't able to follow exactly throughout the week, or on a day or so, it is OK! The framework is there as a support in helping you in task management skills and in planning with data.