



Equipping Literacy Assistants

Record keeping

Record keeping

The following record keeping is required by the Literacy Assistants:

- Daily student record sheet
- Testing (Running Records) progress sheet

Daily Records

Name

Class

Date of session	Familiar reading	Instructional reading	Phonics	Sight words	Sentence or other activity
11 . 09 . 17	Level 4 Look at me	Level 5 Hide the baby	3 letter words: "c-a-t"	help, not, want, said, will (<i>working on Dolch group 31-45</i>)	✓

Running Records Test sheet

Name

Class

Date	Test Level	Score
9 . 2 . 17	Level 1	85%
20. 2 .17	Level 1	95%
15 . 3 . 17	Level 2	97%

Test when the student has completed all the story titles at their level

Check

- Proper place to work
- Storage for a) Literacy Kit b) the student record folders
- Testing before the program commences

Check

- one-on-one sessions 3 times a week for each student
- *No more than 10* students, (or a proportional number for a part-time assistant)
- School should budget for photocopying and stationery needs

Check

- Communication with the classroom teacher
- Adequate documentation
- An “Outline of the Literacy Assistants’ Program” document is available for head teachers