



To: **FIRST AND SECOND GRADE TEACHERS**
From: Cindy Kratzer, Literacy Coordinator
cc: Elementary Administrators/Office Managers, Sally Chou, Maureen Bradford, Ania Kubicz-Preis
Subj: **LRPAK and Running Record ADMINISTRATION**
Date: April 29, 2009

Dear First and Second Grade Teachers:

The **testing window** for the Spring **LRPAK or Running Records** is fast approaching. Please find pertinent information below. The window for administering the Spring **LRPAK/RR** is **May 4 – June 5**. You may begin assessing students before the testing window begins on May 4.

To administer the **LRPAK**, please access the following materials in your classroom:

- The **LRPAK**, which contains a **Teacher's Manual** and **22 leveled books**
- A **stopwatch**—
NOTE: If your stopwatch is not working properly, **DO NOT THROW IT AWAY**. Return it to Ed Services, where we will either replace the battery or replace the stopwatch.
- Student Masters of the Word Lists in sheet protectors
- **20 student recording packets** (Leveled Reading Passages Summary, plus Word Lists)—**1 per student**—**These were used in the Fall and may be re-used in the Spring**. If you would prefer to have a new set of recording packets, please send me an e-mail.
- A pencil or pen, and a clipboard to write on while the student is being assessed

Attached to this memo, you are receiving:

- **STEPS TO ADMINISTER THE LRPAAK**—this is your teacher at-a-glance reference sheet that summarizes the key information in the Teacher's Manual
- **LRPAK or Running Records Reporting Forms**—one bubble sheet for each student. This is the form you will complete and return to Ed Services by June 9.

In the past, you received multiple sets of **photocopied Student Score Sheets** at various reading levels (to use in scoring individual students). These Student Score Sheets are now available on the Educational Services website (as we attempt to "go green"), where you can print out the specific pages needed for your students. (**Teachers new to 1st/2nd are receiving the Student Score Sheets packet attached to this memo.**)

If you need additional Student Score Sheets to restock your packet from last spring, go to: <http://www.smmusd.org/edservices/reading/index.html>. Look under 1st-2nd Grade to print out individual **LRPAK Student Score Sheets—SPRING** for use with the LRPAAK. (**In the spring, we use the even-numbered passages.**)

If you are administering the **LRPAK**, the information from the **Leveled Passages Summary Form** can be transferred directly onto this Reporting Form, by bubbling in answers to **Questions 1-5**.

If you are administering ***Running Records***, answer **Question 1 and Question 6** at the bottom of the bar-code form to indicate the Running Record score. You should complete one form for each student.

If you administer **both the *LRPAK* and *Running Records***, you may report both scores on the form.

What if I need a refresher session to administer and score the *LRPAK*? Please contact your grade-level chair for assistance, or contact me for an appointment.

Please return your LRPAC or Running Record Reporting Forms to your administrator by **Monday, June 8.** We will scan them into *DataDirector* immediately following the Houghton Mifflin scanning.

Thanks so much.

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