

To: **Kindergarten Teachers**
From: Cindy Kratzer
cc: Dianne Talarico, Sally Chou, Maureen Bradford, Elementary Principals,
Assistant Principals and Office Managers, Ania Kubicz-Preis
Subj: **Revised Emerging Literacy Survey (R-ELS) Administration and
Reporting**
Date: August 22, 2007

Dear Kindergarten Teachers:

Enclosed please find instructions for administering and scoring the Revised Emerging Literacy Survey (R-ELS), an assessment that provides information on concepts of print, phonemic awareness, letter recognition and emergent reading, writing and spelling. This standards-based assessment is administered district-wide to all kindergarten students in fall, winter and spring. **Kindergarten teachers throughout SMMUSD assisted last year in the revision of the ELS, and we are delighted to roll out the newly-revised ELS for use this school year.**

If your K team has not been trained in administering the Revised ELS, please check with your principal to see if a training session has been scheduled with Cindy Kratzer.

The window for administering the fall Revised-Emerging Literacy Survey to your students is **September 5 through October 12**, with *R-ELS Recording Forms* (bubble sheets) due in Educational Services by October 17.

You are strongly encouraged to use the early-release days at the beginning of the school year to administer the R-ELS to most or all of your students. In addition, you will receive **two 1/2 days** in September or early October when you can be subbed out of your classroom to administer the R-ELS. Because you only need to administer 6 sections of the assessment in the fall, the assessment should take no more than 20 minutes per student.

Contact your office manager to coordinate substitutes. The office manager can contact Ania Kubicz-Preis in Ed Services to get the account number for the substitutes (ania.kubicz@smmusd.org; 70-337). This will ensure that the right account is charged for the cost of the substitute.

Accompanying this memo, you should receive the following:

1. **Frequently-Asked Questions about the Revised-ELS**—a list of questions you may have about the R-ELS, along with answers.
2. **Revised Emerging Literacy Survey Quick Reference Guide and Tip Sheet**
3. **Revised-ELS Directions for Administration and Scoring**—These directions have been completely revised based on the changes made to the ELS. Use only the accompanying directions to guide your administration of the R-ELS.

4. **1 Set of Student Masters** (11 pages) to be inserted into Sheet Protectors. You are also receiving 6 sheet protectors for these student masters.

5. **1 Reading Window** to display only the pictures or words that the student is currently working with. You will need to carefully cut out the window on the dark lines indicated, using a box cutter or razor blade.

6. **20 Kindergarten Revised-Emerging Literacy Survey Summary Forms and Recording Sheets**—one stapled packet per student. These packets remain in your classroom and should be re-used when the student is tested later in the year.

COMING SOON:

R-ELS Reporting Forms with Student ID information and bubbles. Bar codes are pre-printed on the R-ELS Reporting Form—one per student. Please make sure to complete the correct form for each student. If you test a student for whom there is no pre-printed R-ELS Reporting Form, use a blank form (provided for you) and **write the student's name and STUDENT ID** in the upper right-hand corner of the R-ELS Reporting Form.

Please **return** the **R-ELS REPORTING FORMS** to your principal/designee by **October 15** so they can be received in Educational Services by Oct. 17.

PLEASE NOTE:

In **September/October** you will only administer 6 sections of the ELS:

- | | | |
|-------------------|---------------------|----------------------|
| 1. Rhyme | 2. Beginning Sounds | 6. Concepts of Print |
| 7a. Letter Naming | 8. Word Recognition | 9. Word Writing |

If a student demonstrates proficiency by scoring at least 6 on Rhyme and Beginning Sounds, you may administer the other Phonemic Awareness tasks.

If you have questions about the administration or scoring of the R-ELS, or the testing process in general, please contact me.

We have heard from kindergarten teachers that the information provided by this assessment is helpful in planning their instruction and working with individual students. In October you will be able to access your students' fall R-ELS scores on *DataDirector*. Please let us know if you would like additional input regarding how to use these data as you plan your instruction.

Cindy Kratzer
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Which sections of the ELS have been changed?

1. **Rhyme** (pictures included now)
2. **Beginning Sounds** (pictures included now)
- * **Segmenting Onsets and Rimes** (eliminated)
- 7b. **Name the Sound** added
8. **Word Recognition** (revised to include the sight words taught in *HM Reading*)
11. **Reading Simple Sentences** added

Why weren't the other sections changed or eliminated? On the ELS Survey that K teachers completed in Dec 2006, a majority of K teachers wanted to leave the remaining sections as is.