



THE NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF ACCOUNTABILITY

52 Chambers Street – New York, NY 10007

TO: Early Childhood Educators
FROM: The Periodic Assessment Team
DATE: December 18, 2007
RE: ECLAS-2 Kindergarten Data Collection

ECLAS-2 Data Collection- 2007 Kindergarten Administration

The New York City Department of Education collects data on the literacy progress of students in Grades K-3, based on ECLAS-2 results. Schools can use the data to focus their instruction and professional development.

At the end of December, schools will receive pre-slugged data collection documents for every student in Kindergarten. Blank documents will be included for students who do not receive pre-slugged sheets. If your school needs additional blank documents, please contact your Assessment Implementation Director at your Integrated Service Center. Schools will also receive grade header sheets, poly bags, return envelopes, and detailed instructions for the return of data collection documents.

Kindergarten students are to be assessed with the complete ECLAS-2 Kit between January 7th and February 15th. The data collection documents for Kindergarten will be delivered to schools before the assessment period and will be collected at the end of February.

All students must have a data collection document. For those students who did not participate in the ECLAS-2 assessment due to special conditions, bubble in the appropriate reason on the biographical information side of the data collection document.

Note: Reading First Schools and mCLASS Pilot Program Schools administering ECLAS-2, DIBELS, or Reading 3D on the palm should return data collection documents with a note indicating that they assessed on the palm (e.g. Blank Documents- Administered on the Palm)

Schools administering TCRWP Assessments in lieu of ECLAS-2 paper/pencil should return the data collection documents in a poly bag with a note indicating why the documents are blank (e.g. Not Assessed-TCRWP).

The bubbling is a quick process and will not require looking beyond the inside front cover of the Literacy Development Checklist (LDC) or the Class Record Sheet. Staff will transfer this information onto the Literacy Progress side of the data collection document by bubbling in Mastered or Attempted on the corresponding activity/level.

Attached you will find detailed directions for staff on completing the forms.

Time Line:

Data collection documents delivered to schools **Week of December 17th**
(Kindergarten only)

ECLAS-2 administration **January 7th – February 15th**

Data collection documents returned to
Integrated Service Centers **February 27th**

If you have any questions, please contact your Assessment Implementation Director (AID) at your Integrated Service Center.



STAFF DIRECTIONS FOR COMPLETING THE ECLAS-2 DATA COLLECTION FORMS

The inside front cover of the Literacy Development Checklist (LDC) contains a box for each activity and level. The highest level of mastery in each activity is recorded in the appropriate box each time the student is assessed. The Class Record Sheet contains information from the current assessment only. On the data collection sheet, bubble in the highest level mastered during the current administration for the corresponding activity and level. DO NOT bubble in lower levels previously mastered. Bubble in “A” (Attempted) for activities that were administered, but which the student did not master. **In each row, no more than one (1) bubble should be filled in.**

For students who **previously mastered the highest level** of selected individual activities, fill in the bubble (H). For example, if a student mastered Level 6 in Decoding (the highest level) during a previous administration, fill in the H bubble next to that activity. This has been added so that the student’s prior mastery is noted and the activity does not appear with no data in the on-line reports.

Remember that in the individually administered activities, students are assessed until they can no longer comfortably handle the material. Thus, a Grade 1 student may have mastered levels above or below his/her grade-level benchmark in any individual activity. The group activities are grade and time of year specific (e.g., at the end of grade 1, a child is assessed with the Level 4 group activities). Therefore, the only level that should be filled in for that student’s group activities would be Level 4.

Student Information Side

- Where appropriate, the information boxes in the lower left side must be filled in (SPECIAL EDUCATION, ELL, etc.). You do not have to bubble in the Term.
- **The grade must be bubbled in, even if the student has a pre-slugged for.**

Literacy Progress Side

- For students in Grades 2 and 3 who were only assessed with the required activities, bubble in the appropriate grade in the *Partially Assessed with ECLAS-2 Kit* box. Bubble in Mastered or Attempted for all activities that were administered.
- For students who were assessed with the complete ECLAS-2 Kit, use the information from the inside front cover of the Literacy Development Checklist, or from the Class Record Sheet, and bubble in the highest level mastered for the corresponding activity and level on the data collection sheet. Fill in “A” (Attempted) for activities in which the student was assessed but did not achieve mastery.
- The bubble labeled H (Highest Level Mastered Previously) for selected activities should be filled in for those students who mastered the activity during a previous administration.
- **Only one (1) bubble should be filled out in each row.**
- For schools that chose not to administer the optional portions of the assessment, bubble in the information for all activities that were administered.

Individual Activities

- Mastery can be above or below the child’s current grade level, since students are assessed until they can no longer comfortably handle the material.
- Bubble in only the highest level mastered, (e.g., if a student mastered Levels 3,4, and 5 of the Reading Accuracy Activity, only bubble in Level 5 under Reading Accuracy).



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Group Activities

- Group Activities are grade and time of year specific. The only level possibly mastered is the one specific to the grade and time of year. For example, in the fall, 1st grade students would only be assessed on Grade 1 Mid-Year group activities (Level 3), and in the spring, 1st grade students would only be assessed on the Level 4 group activities.
- If the student did not master the activity, the box on the inside front cover of the LDC may be blank. In this case, if the child was assessed, fill in “A” (Attempted) on the data collection sheet.

Return of data collection documents

- Remove all paper clips or post-its from the forms.
- Header sheets must be included for each **grade**, not for each class.
- Send documents to your Integrated Service Center packed in poly bags, by grade, with the header sheet. The data collection documents of students who were not tested must be returned with a note indicating why the students were not assessed. (e.g. Not Assessed-Wireless School)
- The pre-slugged forms of discharged students should be packed separately in a poly bag with a note that they are discharged students’ documents. Make sure the students have been discharged and have not transferred to another New York City public school. If a student was assessed and the document is bubbled, and then they transferred, include the pre-slugged form for that student with those of the class.