

BASELINE INSTRUCTIONS
SUU Head Start Core Curriculum

Key for Marking the Core Record and the Computer Record

Dot = Not mastered the first time observed, **marked only on the Core Record.**

$\frac{1}{2}$ = Observed the first time (Partial Mastery) mark both Core Record and Computer Record.

B = Baseline on both the Core Record and Computer Record. Also highlighted on the Core Record.

Month Observed = Mastery, mark on both Core Record and Computer Record. (Sep, Oct, Nov, Dec)

1. **For the first six weeks of class, each child's baseline and progress will be recorded both on the Core Record and the Computer Record to facilitate baseline planning.**
2. **For baseline observations only**, mastery is determined by the **first observation**. If on the first observation the child is not able to perform the skill, or must reference peers or adults to perform the skill correctly **this indicator is not part of the child's baseline.**
3. Information from parents will not be used to document mastery on the baseline unless it is **reliably documented on a Volunteer Observation Form.**
4. The **Key Indicators in each Element are shaded on the Core Record.** For the Baseline if a child has **not mastered** this indicator it is highly unlikely that they have mastered any indicator higher. **A dot can be recorded on all Indicators from the Key Indicator to the top of that page on the Core Record.** Teachers will continue to observe for mastery on all Indicators below the Key Indicator.
5. If a child has mastered the Key Indicator at first observation then teachers will continue observing Indicators for baseline mastery, both above and below on the page.
6. **Indicators which are marked with a dot on the Core Record will not be highlighted as baseline even if mastery is observed during the first six weeks.**
7. **As soon as an Indicator is marked with a dot it becomes a learning objective for that child and can be taught.** An indicator could be marked with a dot, taught by adults or peers, learned by the child and marked with a $\frac{1}{2}$ and/or month for mastery all in the same day. (An example might be correct hand washing skills).
8. Months to be used for marking mastery are Sep, Oct, Nov, Dec, Jan, Feb, Mar, and Apr. Indicators which are not baseline, mastered in Aug, should be included in Sep. Any Indicators mastered in May should be included in Apr.
9. By the end of the first six weeks of school all Indicators on the Core Record will be marked with a "B" and highlighted to identify the baseline or marked with a dot. Teaching teams can decide whether to continue recording children's progress on the Core Record, but all teams will continue to **daily update and backup the Computer Record.**