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Dear Teachers,

It is time to begin your SGO Development for the 2019-2020 school year.

**Here are a few reminders:**

* Each teacher should have 2 SGOs.
* Your Administrative Liaison/Supervisor/Principal will be available to answer questions throughout this process.
* All SGOs must be finalized by the end of the day on **October 27, 2019** so administrators have time to review and approve them by October 31, 2019.

**Please review the following timeline and documents below.** **Please do not hesitate to ask questions along the way.** **Thank you for all your hard work and dedication!**

# **2019-2020**

[***2019-20 Achieve NJ SGO Form***](https://wtpsnj-my.sharepoint.com/:w:/g/personal/tpietrowski_wtps_org/ETRD49AJKa9OkPlBtmquDTUBoRuSj1mKjI8nDogP7l24tQ?e=CTVcTc)

[***2019-20 Student*** ***Roster Word Document***](https://wtpsnj-my.sharepoint.com/:w:/g/personal/tpietrowski_wtps_org/EVnp_jPnwAtPrq4pdl-aJnwBHB_fqAlg5XS25uwgaFg1UQ?e=BogqNX)

[***2019-20 Student*** ***Roster Excel Document***](https://wtpsnj-my.sharepoint.com/:x:/g/personal/tpietrowski_wtps_org/EUy4bXkaRXJFkUEmrzNRr6sBF8yXJTHoJupTRB_b4c42_w?e=ET0okV)

[***Sample Rubric for Important Markers of Future Success***](https://wtpsnj-my.sharepoint.com/:b:/g/personal/tpietrowski_wtps_org/ERY9CmoJphJCjyNhkMFqn68B53p_cHdy0ljYJEfsbuxkvQ?e=pec4kI)

**SGO Timeline:**

***Now - October 26, 2018***

Teachers will complete (2) ***2019-20 Achieve NJ SGO*** Forms and 2 ***Student Rosters (***1for each SGO):

* Determine the students who will be assessed in each of their two SGO’s
* Determine the three measures of baseline data to be used create a Target Score for each of your students in each SGO Population
* Determine/List the Standards that will be covered in each SGO
* Describe the rationale for choosing those standards for each SGO
* Determine the Type of SGO Assessment for each SGO:
  + - * Performance Assessments
      * Portfolios
      * Small (Chunked) Assessments throughout the SGO Interval Averaged
      * Benchmark Assessments
      * Program-Based Assessments
      * Other

***October 27, 2019***

Teachers will submit the 2018-19 Achieve NJ SGO Forms and Student Rosters to their Administrative Liaison at the High School and Building Principal at the Middle Level.

***October 27, 2019-October 31, 2019***

Administrative Liaisons/Principals will review each SGO and work with teachers where necessary to edit and revise forms as needed.

Teachers and Administrative Liaisons/Principals will sign their SGO’s.

***October 31, 2019***

Building Principals’ signatures are due.

***November 1, 2019- February 15, 2020***

Teachers continue to monitor student progress.

If changes to student target scores are warranted, teachers will submit an updated *Achieve NJ* SGO form and *Student Roster* form completing the appropriate sections.

* + Include a rationale for each change submitted.
  + Update and submit the Student Roster Form(s) in Word or Excel format with the updated Achieve NJ SGO Form(s).

***February 15, 2020***

Adjusted Achieve NJ SGO Form(s) and attached Student Roster Form(s) are turned in to the Building Principal for approval and Signatures.

***February 15, 2020-April 9, 2020***

Teachers record final assessment scores on the SGO Student Rosters.

Teachers calculate the percentage of students who met their target goals.

***APRIL 10, 2020-April 14, 2020***

Teachers meet with their Administrative liaison/Principal to review their SGO packets

SGO Teacher Scores are calculated.

Teachers and Administrative Liaison/Principal sign the final documents.

***April 15, 2020***

Signed SGO Forms are submitted by the Administrative Liaison/Supervisor to the Building Principal. Final Scores are recorded in iobservation.