Uploading Writing Samples and Conference Notes to Student Records Files

As discussed during our last PD day, a new student record file system has been created to streamline access to important documents. You will find attached the PowerPoint that Paige shared that outlines the layers in the student record file system both in graphics, screen shots and tables. Teachers are being asked to upload the following items to student records before leaving for summer vacation:

1. Conference Notes (scanned copies of handwritten notes are acceptable)
2. Writing Sample for Each Student (unedited free write)

The documents should be placed in the following folders (see attached PowerPoint for guidance):

1. Conference Notes – This Year’s Conference Notes Section of the Student Support File
2. Writing Sample – This Year’s Work Sample Section of the Student Support File

The documents should be named utilizing the following “Naming Convention” to ensure consistency within restricted number of title characters (see attached Naming Convention Document for visuals):

1. Conference Notes:

First initial and first three letters of last name,document identifier, date in yyyymmdd

Example:

JDOE\_CONFNOTES\_20180518

1. Writing Sample:

First initial and first three letters of last name, document identifier, date in yyyymmdd

JDOE\_WRITINGSAMP\_20180518