



Harmony Supporting Top Educators Program (H-STEP)
SLO Submission Checklist for Non-Tested Teachers

START an SLO - Steps #1-8 (due November 18, 2019)

1. Create a Google folder for your own SLO documents.
2. Complete [SLO template](#).
3. Create assessment documents (one of the 3 options below):
 - a. Pre-/Post-Test: Form A & Form B
 - b. Portfolio: Portfolio assignment definition & Rubric
 - c. Performance Task / PBL: Activity/Assignment hand-out & Rubric
4. Share your SLO template and assessment documents with two (2) peer reviewers (see next step).
5. Collect [SLO Rubrics](#) from your peer reviewers (#1 = SLO Lead Teacher, #2 = Instructional Coach)
6. Drop all documents from items #2, #3, and #5 to your SLO Google folder and share with your designated [SLO reviewer](#).
7. Complete [SLO Submission Form](#).
8. Collect pre-instruction scores upon receiving SLO approval.

SUBMIT a completed SLO - Steps #9-13 (due May 15, 2020)

9. Collect post-instruction scores after at least one semester of instruction.
10. Complete [SLO Scoresheet](#) for all students with pre-/post-instruction scores.
11. Download student rosters from Skyward for all SLO classes.
12. Scan and zip all graded student assessments from pre-/post-instruction data (see step #3).
13. Drop all documents from items #10, #11, and #12 into your SLO Google folder.

FINAL Submission instructions:

1. Create your own Google folder and include your name and course/grade level.
Sample folder name: “John Doe_GR6_Social Studies”
2. Drop all required documents into your folder.
3. Share your SLO folder via Google with your designated [SLO reviewer](#) with ‘Edit’ access.