

Instructions for Completing the Student Growth Summary

Please follow these steps to fill out the Excel file and document your students' growth.

1. Do not enter any data in the top five rows.
2. Starting with cell A6, you will enter a number for each student that will be used for your data. For example if you have 10 students you would place a 1 in cell A6, a 2 in cell A7, a 3 in cell A8....until you have a 10 in cell A15.
3. Enter all students' pre-assessment scores in Column B.
4. Enter all students' post-assessment scores in Column C. If a student takes the pre-assessment but does not take the post-assessment, you will need to delete his/her pre-assessment data from the spreadsheet.
5. Save the file and e-mail it to your Instructional Leader.