

# Read by Grade 3 Implementation Checklist

*The following activities help to operationalize the Read by Grade 3 law with respect to the M-STEP timeline. This list is not an exclusive list of all the steps necessary for full implementation. Additional resources can be found: [https://www.michigan.gov/mde/0,4615,7-140-28753\\_74161-498394--,00.html](https://www.michigan.gov/mde/0,4615,7-140-28753_74161-498394--,00.html)*

## **Before the M-STEP Testing Window**

- Communicate with all parents about the Read by Grade 3 Law.
  - Town hall
  - Newsletter
  - Email
  - Other \_\_\_\_\_
- Update all third-grade student information in the Michigan Student Data System (MSDS) to ensure addresses are correct.
- Ensure district has a plan for full implementation which may including
  - Planning for review of local data
  - Planning for review of student IRIP
  - Planning for review of student portfolio
  - Planning for communication with families with staff available for consultation

## **During the M-STEP Testing Window**

- Begin testing third grade students early at the start of the testing window.
- Continually check the MDE Student Assessment Secure Site for initial student scores.
- For students scoring below 1253, communicate with families about the possibility of retention.
  - Let families know that they will be receiving a letter from the State of Michigan notifying them of possible retention.
  - Explain the district retention policy and process. Include information about the next steps families should take to support their student.
  - Review the good cause exemption options.
  - Clearly explain the supports the district will provide for students: retained or promoted.
- Contact the families of students receiving M-Step scores between 1253 and 1271.
  - Clearly explain the supports the district will provide for these students who will be promoted but still require literacy learning assistance.

## **After the M-STEP Testing Window**

- Ensure that all families for students who received a cut score below 1253 have been notified.
  - Support families with understanding the timeline as provided in law – 30 days after the date of the notification by CEPI to request promotion in grade from the school district or public school academy in which they intend to enroll the student for grade 4.
- Contact families of students who did not take the M-STEP who the district determines are not prepared to meet the requirements of the Read by Grade 3 law.
- Begin to review local data and other good cause exemption materials to determine student fall placement.