**Formative Assessment Online Professional Development Participation 2017-2019**

The Virginia Department of Education (VDOE) will make a series of online formative assessment modules developed from the work of Dr. Margaret Heritage by the Center of Standards and Assessment Implementation available to selected schools beginning in October 2017. These modules represent evidence-based practices for promoting formative assessment strategies in the classroom drawn from years of work with real teachers. Schools across the Commonwealth that have previously completed these modules through a pilot program supported by VDOE report an increase in effective formative assessment practices by teachers and associate increased student learning with these practices.

During the term of the agreement, VDOE will make available:

* support to facilitators;
* resources and materials needed for implementation;
* a private online Google+ community dedicated to the implementation;
* a suggested schedule for implementation; and
* an online orientation including an overview of the concept of formative assessment and the use of the online community.

**Participating schools may elect to work through the online modules and structured activities on their own, without becoming part of the interactive private online community. While this is acceptable, school teams are strongly encouraged to consider the following guidelines, which positively impacted outcomes during the pilot program. Schools that reported successful outcomes at the completion of the pilot program adhered to these guidelines:**

School Division Responsibilities:

* Support school participation in the Formative Assessment Online Professional Development program.
* Support a two-year commitment to the implementation of the formative assessment program in the participating school.
* Support expansion of the use of formative assessment in the school division.

Principal/ School Leader Responsibilities:

* Establish a team/professional learning community (PLC) comprised of teachers from the school that will meet at a minimum of every two weeks for 60 minutes each session. The team should include at least three but no more than eight teachers.
* Commit to a two-year implementation of the formative assessment program within the school.
* Identify a division-level contact person to support the expansion of the use of formative assessment in the school division.
* Identify a facilitator for the program at the building level. The facilitator may be the principal, content coach, teacher leader, or other educator with the skills to lead a professional learning community. Expertise in formative assessment is not necessary.

Facilitator Responsibilities:

* Commit to support a two-year implementation of the formative assessment program within the school.
* Lead the PLC at least two times each month during the 2017-18 and 2018-19 school years and facilitate activities and discussion during these PLC meetings.
* Complete Modules 1-4 by the end of the 2017-2018 school year and Modules 5-6 by the end of the 2018-2019 school year.
* Observe others in a classroom setting and provide feedback on implementation of formative assessment strategies observed.
* Provide feedback on the professional development and its impact on instruction and student learning within the school.

Teacher Responsibilities:

* Meet with the PLC at least two times each month during the 2017-18 and 2018-19 school years and participate in activities and discussion during these PLC meetings.
* Use and document formative assessment strategies in a classroom setting.
* Complete two self-reflections focused on formative assessment.
* Provide feedback on the professional development and its impact on instruction and student learning within the classroom.
* Observe others in a classroom setting and provide feedback on implementation of formative assessment strategies observed.
* Be observed by others in a classroom setting and receive feedback on observed implementation of formative assessment strategies.

To register for participation in this online program, please complete all of the information on the Formative Assessment Online Professional Development Registration form that follows. Completion of the registration form is necessary for school teams electing to complete the activities without inclusion in the interactive private Google+ community as well as for schools wishing to be part of that community. School teams will be contacted once registration is confirmed with the next steps for joining the appropriate Google+ community. If you have questions, contact the student assessment staff by email at [student\_assessment@doe.virginia.gov](mailto:student_assessment@doe.virginia.gov) or by phone at (804) 225-2102.

**Formative Assessment Online Professional Development Registration**

Our school division agrees to support school participation in the Formative Assessment Online Professional Development program.

| **Division:** | | | |
| --- | --- | --- | --- |
| **Division Contact Information** | | | |
| Name | Title | Phone | Email |
|  |  |  |  |
| Signature: | | Date: | |

**Please indicate the type of participation you will have in place for your school’s team by checking the appropriate box.**

* Our school elects to be part of the interactive Google+ community. We will follow the suggested schedule and engage with other PLCs within the community that are working to implement effective formative assessment strategies with students.
* Our school elects to complete the program independently. We will join the interactive Google+ community only to access the materials and resources associated with the program.

| **School Name:** | | |
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| **Principal Name:** | | |
| Principal Phone | Principal Email | |
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|  |  | |
| **School Facilitator:** | | |
| Phone | Teaching Assignment/  Grade Level | Email |
|  |  |  |
| **Teacher Team Members:** |  |  |
| Name | Teaching Assignment/  Grade Level | Email |
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**Please submit this registration to** [**Student\_Assessment@doe.virginia.gov**](mailto:Student_Assessment@doe.virginia.gov) **no later than August 18, 2017. Student assessment staff will contact the school facilitator with next steps for joining the appropriate Google+ community. For planning purposes, school-based PLCs should set aside approximately 6 hours to complete the online orientation sometime between October 2, 2017 and October 22, 2017.**