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**SMART Goal Setting for Student Progress Form**

**Specialist’s Name: \_\_\_Mrs. Action - School Counselor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject/Grade: \_\_\_Academics/4th\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: \_2012 -13\_\_**

**Directions:** This form is a tool to assist specialists in setting a SMART goal that results in measurable learner progress. NOTE: When applicable, learner achievement/progress should be the focus of the goal. Enter information electronically into the cells (the boxes will expand to fit the text).

***Initial Goal Submission (due by \_\_\_\_\_\_\_\_\_\_\_\_\_ to the evaluator)***

|  |  |  |
| --- | --- | --- |
| ***I. Setting*** *(Describe the population and special learning circumstances)* | *Six of the 25 students in a fourth grade class have earned a D or E grade in math for the first quarter grading period. None of these students have any learning concerns, and all are capable of performing at a higher level.* | |
| ***II. Content/Subject/Field Area*** *(The area/topic addressed based on learner achievement, data analysis, or observational data)* | *During the first quarter, these students consistently had incomplete homework assignments in math. Their lack of completion of homework affected their ability to adequately complete class assignments and also resulted in lower weekly assessment grades.* | |
| ***III. Baseline Data*** *(What is shown by the current data?)* | *Each student has 10-12 (approx. 50%) incomplete homework assignments, 10-12 (approx. 50%) failing classwork grades, and 3-5 (approx. 75%) failing assessment grades for the first quarter.*  *Data attached* ***(See table)*** | |
| ***IV. SMART Goal*** *(Describe what you want learners/program to accomplish)* | *By the end of the 4th quarter grading period, all students will improve their math grade by one letter grade and demonstrate a 20% increase in the number of completed homework and classwork assignments.* | |
| ***V. Means for Attaining Goal*** *(Strategies used to accomplish the goal)* | | |
| **Instructional Strategy** | **Evidence** | **Target Date** |
| ***Small group (i.e., lunch bunch, afterschool, early morning) focused on building math skills, goal setting, motivation, organization and study skills*** | *Log of group meetings,*  *Pre- and post-tests,*  *Anecdotal data,*  *Observations,*  *Student reports,*  *Teacher reports,*  *Parent reports* | *Weekly* |
| ***Individual meeting with student*** | *Learning styles inventory,*  *Action plan including student setting SMART goal(s),*  *Student progress toward goal(s)* | *Weekly* |
| ***Homework and classwork plan with SMART goals and incentives outlined*** | *Homework and classwork chart to track daily progress* | *Daily* |
| ***Collaboration and communication with the teacher and other staff*** | *Attendance at teacher team meetings, review and analysis of weekly, benchmark and interim assessment data* | *Weekly* |
| ***Collaboration and communication with the family*** | *Phone calls and/or emails to family, family conference to discuss address student’s learning style, motivation, organization, and study skills* | *Weekly communication, conference as needed* |

Teacher’s Signature: Date:

Evaluator’s Signature: Date:

Print or Type Evaluator’s Name:

**Principal forwards one copy to the Professional Development Office**

**Data Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student**  **Data** | **Student**  **1** | **Student**  **2** | **Student**  **3** | **Student**  **4** | **Student**  **5** | **Student**  **6** |
| **Quarter Grade in Math** | **D** | **E** | **E** | **E** | **D** | **E** |
| **Homework Average** | **48%** | **38%** | **47%** | **35%** | **49%** | **43%** |
| **Classwork Average** | **65%** | **43%** | **59%** | **53%** | **64%** | **55%** |
| **Assessment Average** | **69%** | **50%** | **39%** | **28%** | **69%** | **27%** |