

National Literacy Collaborative® School Affirmation

Please send to your university/district site with your annual school report by July 1, 2009

School \_\_\_\_\_ District \_\_\_\_\_

Literacy Coordinator \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Primary Year LC trained \_\_\_\_\_ Training Site \_\_\_\_\_

Intermediate Year trained \_\_\_\_\_ Training Site \_\_\_\_\_

**(For schools with both primary and intermediate, complete separate Affirmation Documents for each)**

The Literacy Collaborative Standards were developed to help schools insure integrity and high quality implementation of Literacy Collaborative. Please use Literacy Collaborative Standards to guide the discussion of this affirmation document at your school. This Affirmation document is designed to assist your school in an annual review of the essential elements of your implementation, to set goals, and to communicate this information to your university or district affiliate.

This Affirmation document is to be completed by the school leadership team. After completion, keep a copy for your files and **send the original to Diann Guy, Literacy Collaborative, 807 Kinnear Road, Columbus, Ohio 43212**. A current copy of the document is required to be on file each year to maintain active status as a Literacy Collaborative school.

If you identify areas that do not meet Literacy Collaborative Standards or are of concern in terms of your school's implementation, please describe through thorough comments. This is important information for us to know. We encourage schools to write waivers to the Trademark Committee regarding areas in which standards cannot be met (see page 9 of the Literacy Collaborative Standards available at [www.literacycollaborative.org](http://www.literacycollaborative.org))

**Deadline for submission: July 1, 2009**

1. Yes \_\_\_ No \_\_\_ We employ a trained Literacy Coordinator.
- a. Yes \_\_\_ No \_\_\_ The Literacy Coordinator teaches children in the same classroom daily for no less than 120 minutes (150 minutes for Years 1-3).
  - b. Yes \_\_\_ No \_\_\_ The Literacy Coordinator is released from teaching to provide sufficient in-class coaching. (See LC Standards.)
  - c. Yes \_\_\_ No \_\_\_ The Literacy Coordinator participates in all of the Literacy Collaborative professional development scheduled each year.
  - d. Yes \_\_\_ No \_\_\_ The Literacy Coordinator has additional responsibilities/roles/duties required by the school or district. If yes, list the activities and the hours each week needed to accomplish the activities.

Activity	Number of hours each week

Comments:

2. Yes \_\_\_ No \_\_\_ We have a school leadership team that meets and guides the implementation of the Literacy Collaborative school reform model. Check the members of your school leadership team who attend meetings regularly:

Administrator(s)	
Classroom teachers	
RR Teachers	
Special Education Teachers	
ELL	
Other:	

Check one: The team meets monthly \_\_\_\_\_ The team meets less than once a month \_\_\_\_\_

Comments:

3a. (For Schools that do not include Grade 1 check here \_\_\_\_\_)  
Yes \_\_\_ No \_\_\_ We have Reading Recovery in our school.  
Number of first-grade students \_\_\_\_\_  
Number of 30-minute teaching slots for Reading Recovery children \_\_\_\_\_  
Number of first graders served last year \_\_\_\_\_  
Number of students discontinued \_\_\_\_\_

Comments:

3b. Yes \_\_\_ No \_\_\_ We have full implementation of Reading Recovery. If “no” describe your plan for moving to full implementation below.

Comments:

4. Yes \_\_\_ No \_\_\_ Our Literacy Coordinator provides school-based initial training (minimum 60 hours across two years).  
We have \_\_\_\_\_ teachers who teach literacy in our school.

Please fill in the appropriate numbers reflecting the teachers who have:

Fully completed 60 hours	Fully completed first 30-40 hours	Will be trained next year or in subsequent years.

Comments (please explain if teachers were not involved this year):

5. Yes \_\_\_ No \_\_\_ Our Literacy Coordinator provides ongoing professional development (minimum of 10 hours each year) for all teachers who have completed the initial 60 hours.  
Fill in number of teachers below.

Fully completed a minimum of 10 hours this year.	Partially completed the 10 hours this year.	Will be trained next year or in subsequent years.

Comments:

6. Yes \_\_\_ No \_\_\_ Our teachers in the school engage with the Literacy Coordinator in bi-weekly coaching sessions during year 1 and monthly sessions as part of ongoing professional development the following years.

If the amount of coaching described above is not possible, please comment on the factors limiting coaching experiences:

7. Yes \_\_\_ No \_\_\_ Our teachers implement the language and literacy framework for no less than 150 minutes per day. (Half day Kindergarten no less than 90 minutes.)

If no, how many minutes/day? \_\_\_\_\_ Explain:

8. Yes \_\_\_ No \_\_\_ We collect and analyze the required Literacy Collaborative classroom assessment data and review it at the school level.

Comments:

9a. How does your school use the evaluation plan?

9a. How does your school use the annual school report?

Check one:

The Literacy Coordinator writes the annual school report.

The School Leadership Team works together to write the annual school report.

Yes \_\_\_ No \_\_\_ A copy of our school report is enclosed with this mailing.

Comments:

10. Yes \_\_\_ No \_\_\_ We have an adequate supply of books and materials to implement the Literacy Collaborative language and literacy framework.

Comments:

11. What are the factors that have contributed to the success of your implementation?

12. What are the factors that have created challenges for your implementation?

13. What is your plan for addressing areas that do not meet the Literacy Collaborative Standards. (See [www.literacycollaborative.org](http://www.literacycollaborative.org) for a copy)

14. What assistance might you need from our university training center or district training site?

Signatures

Members of the School Leadership Team

Name:

Title:

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Principal

Literacy Coordinator

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University/District LC Site Coordinator for your school

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Affiliated Literacy Collaborative University

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