K-12 District Comprehensive Reading Plan
Technical Assistance for School User – Chart I

1. Log in at http://www.justreadflorida.com/Reading_Plans/district_login.aspx. Choose your district. Enter the password: justread. Choose your school from the drop down menu. The school name along with the chart(s) to be completed will appear. Click on the name of the chart to begin entering information.

   Some schools may be asked to complete more than one chart. For instance, if a school serves 6-12 students, Charts F and I will appear. Please disregard any chart that appears which does not represent the population of grades you serve.

2. **Supplemental Intervention Reading Program (SIRP) and Comprehensive Intervention Reading Program (CIRP)** - To choose a program, click on the program name and then select corresponding grade level(s) by clicking on the appropriate grade to the right of the program list. If the program is used at more than one grade level press and hold "control" and then click on all grades to be selected.

   Click "add" and the program and grade levels will appear in the textbox. **If grade levels listed are incorrect or missing, select the program again and all correct grade levels.** The system does not allow a grade level to be added or deleted without re-entering the program name and all correct grade levels. **If a program is added in error, click on the title in the list – not in the textbox – and then click "clear". Clicking "Clear" without first choosing a specific program you wish to delete, will delete all information in the textbox.**

   Programs used in the school which are not on the adopted list should be typed in the textbox marked "Other," including the corresponding grade levels for each program. You may enter information regarding programs specific to Exceptional Student Education (ESE) or English Language Learners (ELL) students in the "Other" textbox as well.

3. **Educational Technology**- Enter programs used in the school along with corresponding grade levels in the textbox under the column labeled "Educational Technology."

4. **Assessment**- This column has been populated with the required assessment labels. **Please do not delete this text.** Type the name(s) of assessment(s) and grade levels next to the appropriate labels. If the labels are deleted, copy and paste from the text below:

   Screening for All Students (Fluency with Criteria for Placement in Extended Time Reading Intervention):

   Progress Monitor for Fluent Students (Reported):

   Progress Monitor for Disfluent Students (Reported):

   Additional Progress Monitors:

   Diagnostic:

   Outcome Measure (Include Measure Used for Students Intervention Placement Without FCAT Scores):

5. Enter the reading intervention minutes per day for disfluent students at each grade level and the number of days per weeks each grade level is served. Enter the same information for fluent students at each grade level**.** Indicate the class size cap for reading intervention courses. **If the school does not serve one or more of the grades listed, enter "0" for those grades.**

6. Please select "yes" or "no" to indicate whether or not the school offers a content area reading option for fluent students who scored at Level 2 on FCAT. Enter the class size cap for these courses.

7. Click "Save" at the bottom of the chart at any time. **Click "Submit" to send the chart to the district contact when it is complete.**

   ***An Error message will appear when submission is attempted if text is not entered in all required fields.**

   Please direct questions regarding the completion of Chart I to the district reading contact.