

Reading Practice Step Targets

How many steps should students read each day? Typically, 800 step schools read 4 steps each Monday-Friday when in school, 1 step each Monday-Friday when not in school, 1 step on Saturday, and 1 step on Sunday.

In School:
Steps

Monday

Tuesday

Wednesday

Thursday

Friday

At Home:
Steps

Monday

Tuesday

Wednesday

Thursday

Friday

Holidays:
Steps

Monday

Tuesday

Wednesday

Thursday

Friday

Weekends:
Steps

Saturday

Sunday

Reading Practice Calendar

When will students start recording reading practice steps? Typically, schools start counting steps in school during the 2nd week of implementation. Schools typically start counting steps at home during the 4th week of implementation.

First Day Counting Steps
in School

First Day Counting Steps
at Home

Last Day Counting Steps
at Home

Last Day Counting Steps
in School

IRLA and ENIL

Please select which of the following assessments your school or district will be using.

IRLA (English)

ENIL (Spanish)

User Import

Each teacher or administrator who will login to SchoolPace needs a user account. Schools may provide an Excel or CSV list of each teacher and administrator in the school. User accounts will be created for each user listed in the file. Each user should be in a separate row of the file, and each unique piece of information (first name, last name, etc) should be in a separate column.

If the school does not provide an import file for users, each user account will need to be created manually by the school. This can be done in the Manage Users utility within SchoolPace.

- Prefix
- **First Name**
- Middle Name
- **Last Name**
- Suffix
- **Email Address**
- **Security Level**
Teacher, school administrator, or district administrator.
- **Classroom Identifier ***
A unique identifier for this teacher's classroom. Some schools use this to link students to classrooms.
- **Grade ***
K, 1, 2, 3, 1st, 2nd, 3rd, etc...
- **Room Number ***
The room number for this teacher's classroom. 208, 112, A20, etc...
- **Section ***
Section names can be used to differentiate periods or times of day. 1st period, 2nd period, AM, PM, etc...

Items in **bold** are required.

Example:

	A	B	C	D	E	F	G	H
1	Prefix	First Name	Middle Name	Last Name	Suffix	Email Address	Security Level	Classroom Identifier
2	Mr.	Nate		Smith		nate.smith@mountbradley.org	Teacher	nsmith01
3	Mrs.	Pam		Ford		pam.ford@mountbradley.org	Teacher	pford01
4	Mrs.	Lynn		Shelton		lynn.shelton@mountbradley.org	Teacher	lshelton01

* How are classrooms imported?

If your user import file contains at least a classroom identifier and a grade for each teacher, then classrooms will be created and linked to those teacher accounts. In the next section, you'll see that student import files may also contain a classroom identifier. If the classroom identifier in the student import file matches a classroom identifier in the user import file, that student will automatically be placed in the corresponding classroom.

Student Import

Schools may provide an Excel or CSV list of each student in the school. Student records will be created for each student listed in the file. Each student record should be in a separate row of the file, and each unique piece of information (first name, last name, etc) should be in a separate column.

Each school may provide a student import file up to four times a year. Any existing student records will be matched by student identification number and updated. New students will be added to the school repository.

- **Student Identification Number**

The Pupil ID, State Secure ID, or similar ID number used by the school to uniquely identify this student.

- Prefix

- **First Name**

- Middle Name

- **Last Name**

- Suffix

- Gender

F, Female, M, Male

- Ethnicity

Not Reported, American Indian / Alaska Native, Asian / Pacific Islander, Black, Hispanic, White, Multi-race

- Date of Birth

MM/DD/YYYY or YYYY-MM-DD

- Grade *

K, 1, 2, 3, 1st, 2nd, 3rd, etc...

- Classroom Identifier *

A unique identifier for this teacher's classroom. Some schools use this to link students to classrooms.

- Limited English Proficiency

Yes, Y, No, N, True, T, False, F

- Special Education

Yes, Y, No, N, True, T, False, F

- Free and Reduced Lunch

Yes, Y, No, N, True, T, False, F

- Migratory

Yes, Y, No, N, True, T, False, F

- Retained

Yes, Y, No, N, True, T, False, F

Items in **bold** are required.

Example:

	A	B	C	D	E	F	G
1	Student ID	Prefix	First Name	Middle Name	Last Name	Suffix	Gender
2	7493028		Ridley		Smith		M
3	1001928		Darnell		Williams		M
4	5161635		Esperanza		Rodriguez		F

* How are classrooms imported?

Student import files, like user import files, may contain a classroom identifier. If the classroom identifier in the student import file matches a classroom identifier in the user import file, that student will automatically be placed in the corresponding classroom.