Go to mylearningplan.com and log in using your KUSD credentials. Scroll to the bottom of the page and you will see the following information:

1. Under My Evaluations, click on Beginning-of-Interval- Student Learning Objective (SLO) form for submission
You will see the following screen:

2. Check to ensure that your name is spelled correctly.
3. Check to make sure that you correct primary building is listed.
4. Check to ensure that you are assigned to proper administrator.
5. Check to make sure that you have the correct Evaluation Type (this can be cross checked with your administrator.)
6. If everything identified in steps 2-5 is correct, then you can move on to completing your SLO. If anything needs to be changed, then please inform your administrator.
COMPLETING YOUR SLO

Scroll down the page until you see the following:

**Baseline Data/Rationale**
- What qualitative and quantitative sources(s) of data did you examine in selecting this SLO?
- Summarize trends and patterns found in the data.
- What issues related to student equity can be seen through the data review?

Complete this box by identifying the data that was used to establish your Student Learning Objective (SLO). Why did you choose this as your focus for the school year and how does the data support your decision. Be sure that your SLO aligns with the direction of the school.

**Learning Content/Grade Level**
- Which content standards are aligned to your goal (national, state, or local standards)?
- Are these content standards emphasized throughout the interval of this goal?

Use the curriculum documents that exist to guide your content standards or use the approved standards adopted by the school board found on the KUSD website.

**Student Population**
- Which students are included in the target population?
- What data supports the selection of this student population?

Identify your target population. You are encouraged to use a manageable numbers for your target while not excluding anyone from the benefits of the process.
**Targeted Growth**

- Have you identified the starting point for target student(s) and a goal for growth?

**Targeted Growth:**

List how the assessment tool that will be used for identifying the baseline and how you expect to show student progress throughout the process.

**Time Interval**

- Does the goal apply to the duration of the time you spend with your student population (e.g., Year, Semester, Trimester, etc.)?

**Time Interval:**

The time interval will be the entire school year unless you only see the students for a portion of the year.

**Evidence Sources**

- What assessments will you use (pre-instruction, formative, and summative)?
- How is the assessment aligned to the instructional content within the SLO?
- How is the assessment appropriate for the identified student population?

**Evidence Sources:**

Identify the assessment tools and explain how they fit within your curriculum.
**Instructional Strategies and Supports**

- What instructional methods will you employ so that students progress toward the identified growth goal?
- How will you differentiate instruction to support multiple growth goals within your population? Who might you collaborate with in order to support the unique learning needs within your group?
- What professional development opportunities support this goal?

**Instructional Strategies and Supports:**

List the instructional approaches that you will use to meet your goal and include the assessments that you will use to check-in with progress. Identify any professional learning that you will attend to help in this process.

**SLO Goal Statement (SMART Criteria)**

Goal should be in SMART format. Specific, Measurable, Attainable, Results-based, Time-bound

**Is each of these criteria included in your SLO goal statement?**

- [ ] Specific
- [ ] Measurable
- [ ] Attainable
- [ ] Results-based
- [ ] Time-bound

**SLO Goal Statement:**

Write one statement that will serve as your SLO for the school year. Make sure that it meets the criteria above.

**Educators are to meet, collaborate, and receive formative feedback throughout the goal process (beginning-of-interval, mid-interval review, and end-of-interval).**

**During this SLO interval, I am meeting and collaborating with:**

- [ ] my evaluator
- [ ] a peer or coach

**Name of evaluator, peer, or coach**

During summary year, you meet with your evaluator. In supporting years, choose a peer to work closely with throughout this process.
a. **Submit:** This will send your SLO to your evaluator and must be the final step in completing the process.

b. **Save:** This will save your information so that you can come back at a later time and finish.

c. **Save and notify:** Allows you to save your information and notify your evaluator of your progress and any issues that you are having finishing the process.

d. **Reset:** This will wipe out all progress so that you can start over.

e. **Print:** creates a .pdf that can be printed.

f. **Comment:** allows you to add statements that are shared with your evaluator. All comments appear at the bottom of the form.
COMPLETING YOUR PPG

a. Submit: This will send your SLO to your evaluator and must be the final step in completing the process.
b. Save: This will save your information so that you can come back at a later time and finish.
c. Save and notify: Allows you to save your information and notify your evaluator of your progress and any issues that you are having finishing the process.
d. Reset: This will wipe out all progress so that you can start over.
e. Print: creates a .pdf that can be printed.
f. Comment: allows you to add statements that are shared with your evaluator. All comments appear at the bottom of the form.