

## **EARLY YEARS EVALUATION -TEACHER ASSESSMENT (EYE-TA): REPORTING AND STORING OF RECORDS**

### **Background**

The Division recognizes that it is important to keep parents and caregivers updated about their child's progress when assessment tools are used. The Early Years Evaluation (EYE-TA) tool is used to support teachers and students in the classroom.

To further support lines of communication between the schools and home, the following procedures will be followed:

### **Procedures**

1. The teachers will share the results of the EYE-TA with parents/guardians.
2. Sharing of results with parents and caregivers will be done at the first parent teacher interview during student led conferences or during a pre-arranged time that is convenient for both the teacher and the parents.
3. During parent discussions, teachers may use the colour copy of the results.
4. At no time will the original colour one page overview sheet of results be sent home. If parents request a copy, then a copy may be made available to them after the parents and teachers have discussed the results.
5. Depending on the family, teachers may want to give a verbal explanation as it may be more appropriate for some families.
6. At no time will the teacher send home the results with the child.
7. The report will be stored in the child's cumulative file until the child completes grade 1 at which time the report will be destroyed.
8. The test booklet will be stored at the school level until the child completes grade 1 at which time the test booklet will be destroyed.

Reference: Section 85, 87, 109, 163, 164, 165, 166, 167, 175, Education Act

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