Grouping Cards Helpful Hints
2011-2012 School Year

Teachers
- Complete all information on cards
- Fill in actual medical alerts—don't put see blue card or health services plan
- Use test data to determine above average/average/below average
- Cut right hand corner off for all boys in class
- Write student number in left hand corner (this is new)
- Put a red dot in top center to indicate significant behavioral needs and then describe in details
- Go back to previous years card to note students from last year that need to be separated in addition to this year
- Sort your cards from high to low and boys/girls to prepare for grade level sort

Grade Level Sort- Card (colored)
- Separate boys and girls for entire grade level
- Sort all boys in grade level from high to low based on DRA reading level/math OR recommendations OR gifted, note on chart
- Sort all girls in grade level from high to low based on DRA reading level/math OR recommendations OR gifted, note on chart
- Sort and complete grade level totals of boys and girls separately from above average, average, below average, note on chart
- Pull out clusters: ESOL, sped co-taught, gifted, sped pull out, sped consultation, 504PLAN and note on chart
- Note boy/girl ethnicity and note on chart
- Red dot students for behavioral concerns and note on chart

Now that you have grand totals for the entire grade level, the classes can be made based on the grade level data.

Take all of the “above grade level” boy/girls and begin sorting for the number of teachers for the next grade level/school year. Repeat the process with “average” and then “below average”.

Set up cluster classes. For example: Gifted is the high group for one class; SPED co-taught is the low group for one class; ESOL will be in the low group or the low group based on #’s for one class.

Once the classes are set up and there are no more student cards, then go back and complete the chart again for each class. Check boy/girl, race, and behavioral especially. Make adjustments as needed.

3rd and 4th grade ONLY: Create the Math Accelerated Class Roster for upcoming 4th and 5th grades. Then, create a class MATH ROSTER for each of the other classes for that grade level. Attach to the class bundle under the Organization Chart for Class Grouping. Minor adjustments can be made later.

Bundle the class with chart on top of each class separately. Bundle the grade level with grade level colored chart on top. 4th and 5th grade classes will also have a Math Class roster for each class.

Team leaders turn in to Mrs. Brink the entire grade level.