

**Memorandum of Understanding  
For Administrators  
in the Reading Diagnostic Assessment**

*In keeping with the intent and integrity of the Reading Diagnostic Assessment initiative, the Department of Public Instruction and the North Carolina Teacher Academy agree to:*

- Provide training for the school's teacher trainers including
  - DIBELS, Running Records, Text Reading Comprehension, Intervention Strategies, and Data Analysis.
  - Use of the Reading 3D software.
  - Use of the diagnostic hardware.
- Provide training expenses and materials.
- Provide stipends for teachers if training occurs on Saturday for regional drive-in sessions and for the summer 5 days of Intervention Strategies.
- Monitor and provide assistance.

\_\_\_\_\_  
Department of Public Instruction

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North Carolina Teacher Academy

*In keeping with the intent and integrity of the Reading Diagnostic Assessment initiative, I understand that this formative assessment process is for the purpose of informing instruction to impact student learning, not for the evaluation of teachers.*

*As an Administrator I agree to:*

- Attend all 2010-2011 training sessions conducted for administrators and participate actively.
- Be responsible for the successful implementation of the North Carolina K-3 assessment initiative in my school.
- Assume leadership for my staff's participation in the K-3 reading assessment including implementation as a part of teachers' growth plans.
- Support teachers in my school in the learning process of the new assessment system by
  - Selecting 2 outstanding teachers to train the K-3 teachers in this process.
  - Setting a schedule for training the K-3 teachers in this process.
  - Providing release time for teachers to attend training.
  - Revising school and class schedules to assist teachers in the implementation.
  - Assuming leadership for my staff's data analysis and implementation of intervention strategies based on the data.
- Work with the school technology specialist to acquire the diagnostic equipment and to monitor the necessary maintenance.
- Provide data and other information to DPI and NCTA when requested.
- Monitor school progress as research-based strategies are implemented in the classrooms.
- Allow open-door accessibility to DPI and NCTA.

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Superintendent

\_\_\_\_\_  
Principal

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Date

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School and LEA

**Memorandum of Understanding  
For Teachers  
in the Reading Diagnostic Assessment**

*In keeping with the intent and integrity of the Reading Diagnostic Assessment initiative, the Department of Public Instruction and the North Carolina Teacher Academy agree to:*

- Provide training for the school’s teacher trainers including
  - DIBELS, Running Records, Text Reading Comprehension, Intervention Strategies, and Data Analysis.
  - Use of the Reading 3D software.
  - Use of the diagnostic hardware.
- Provide training expenses and materials.
- Provide stipends for teachers if training occurs on Saturday for regional drive-in sessions and for the summer 5 days of Intervention Strategies.
- Monitor and provide assistance on an as-requested and an as-needed basis.

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Department of Public Instruction

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North Carolina Teacher Academy

*In keeping with the intent and integrity of the Reading Diagnostic Assessment initiative, I understand that I am responsible for the implementation of this formative assessment process. This diagnostic assessment will be used for the purpose of informing instruction to impact student learning.  
As a **Teacher** I agree to:*

- Participate in all required training including 5 summer days (drive-in regional conferences and/or expense-paid residential conferences) for which stipends will be paid.
- Assess my students for Beginning of the Year, Middle of the Year, and End of the Year Benchmarks as well as progress monitor on an as-needed basis.
- Use the data to inform my reading instruction.
- Be responsible for the proper care of the diagnostic hardware.
- Provide data and information to stakeholders upon request.
- Include this formative assessment as a part of my individual growth plan.

**Teachers sign attached document**

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Principal

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Date

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School and LEA



