**Documentation and Checkpoints**

***ASSESS Tab***

1. Documentation should be gathered for each child throughout the checkpoint period. Purposeful documentation assess a *variety of areas*, not just one!
	1. There **MUST** be documentation for each child covering each objective bye the checkpoint due date
2. Whether you view the Checkpoint by Area, by Objective, or by Child, you are led to the progression screen. This is where you will make your assessment decisions for each objective or dimension for each child. Remember, the colored bands on each progression show age ranges for widely held developmental and learning expectations.
	1. ***If you don’t see documentation that you entered, be sure to verify that you are in the correct checkpoint period.***
3. When you are finished, click the Next Dimension button to go to the next dimension. Alternatively, you can click the Save and Close button to save your entry and return to your initial checkpoint screen
4. Objectives; infant/toddler rooms with mainly focus on developmental objectives
	1. **Social emotional, physical, language and cognitive**
5. Content Knowledge Objectives; some older toddlers might be assessed in content knowledge objectives if developmentally appropriate, otherwise they will score **NOT YET**
	1. Literacy, mathematics, science and technology, social studies, the arts and English language acquisition (DLL)
6. Checkpoint Due Dates:
	1. Fall – 11/2/18
	2. Winter- 2/1/19
	3. Spring- 5/3/19
7. Please complete family conference forms for each child for center/home visit following each checkpoint period