Documentation Status

The Documentation Status report will help you see, at a glance, where teachers may need more information to plan activities and observations. It shows how many times teachers associated the objective/dimension with documentation for individual children.

To create a Documentation Status report, access the Report area and select GO for the Documentation Status report. The report will automatically generate for the current checkpoint period for the highest level of your administrative access.

Report Results

When should I use the Documentation Status report?

This report can be generated on a weekly basis to help you assist teachers plan for activities and observations. This will help you and your teachers understand who and what has not been observed for specific objectives and dimensions. Encourage your teachers to use this report before the checkpoint is started to ensure that there is sufficient documentation to make the checkpoint decision.

Each area of development and learning is represented in its own table.

The final column provides a summary of total documentation collected for your organization(s), program(s), site(s), teacher(s), and class(es).

The first row of the table identifies the objective/dimension.
Report Criteria

1. Use the CLASS drop-down menu to select a class, and choose which children to include in your report.

2. General documentation will be pre-selected for the DOCUMENTATION TYPE.

3. Select a CHECKPOINT PERIOD.

4. Select the objectives and dimensions to include in the report. All objectives and dimensions will be pre-selected. Click DESELECT ALL to clear all selections.

5. Click SUBMIT to view your report.