

COR Reporting Procedure

Policy: Staff will use the COR Advantage 1.5 as the primary mechanisms to provide ongoing information to evaluate each child's developmental level and progress in outcomes aligned with the Head Start Early Learning Child Outcomes Framework: Ages Birth to Five

Performance Standard: 1302.33 Child Screening and Assessments

Procedure:

- All children will receive an ongoing observation based anecdotal assessment using the COR Advantage 1.5
- Anecdotes will be recorded, entered into the COR Advantage 1.5 online system, and scored in the system either by the Head Start lead teacher or Early Head Start Primary Caregiver. Teaching assistants and secondary caregivers may record anecdotal notes. Entering and scoring in the online system is the responsibility of the lead teacher or primary caregiver.
- Each child should have at least one anecdote per COR item entered and scored by the final day of each COR reporting period
- Each COR reporting period is separate. Anecdotes cannot be transferred to another reporting period.
- At the end of each COR period, the COR Family Report should be printed and shared with each child's family during a scheduled parent conference and/or home visit.
- Child/classroom data reports should be pulled monthly by the lead teacher/primary caregiver to guide in the development of individual goals, additional child support/intervention and instructional planning
- Head Start classrooms will have three reporting periods per school year.
- Early Head Start classrooms will have four reporting periods per school year.
- When entering a child into the COR system, the lead teacher/primary caregiver must indicate the correct funding source for the child (i.e., Head Start or Early Head Start)
- New children enrolling mid COR period should only be added to the COR system if there is at least half of the COR period remaining. Otherwise, the new child should not be added into the system until the next COR reporting period has begun.
- If a student withdraws during the school year, the lead teacher or primary caregiver must inform the Education Manager of the child's full name and enrollment status so that the child can be removed from the system. Failure to do so will result in skewed data.