

BODY OF EVIDENCE USER GUIDE

GATHERING AND UPLOADING BODY OF EVIDENCE

As of July 24th, 2015, Bodies of Evidence will be uploaded and saved in Infinite Campus.

Process Overview:

The ELA department is committed to supporting schools in providing the guidance needed to implement successful instructional programs for ELs. It also believes that the decisions which impact students on a daily basis should be made thoughtfully and with a body of evidence.

The purpose of a **Body of Evidence** is to provide additional documentation that ensures an English Learner's progress. A body of evidence must be taken into consideration in every step of the process to validate or refute decisions around an EL's future programming.

Roles and Responsibilities

- **Classroom Teachers:** Gather supporting documentation and evidence that demonstrates the academic growth and grade-level achievements as well as linguistic growth and proficiency of the student. This evidence may include formal and informal assessments, observations, and information by the classroom teacher or parent. These items should be given to the ISA Team upon their request.

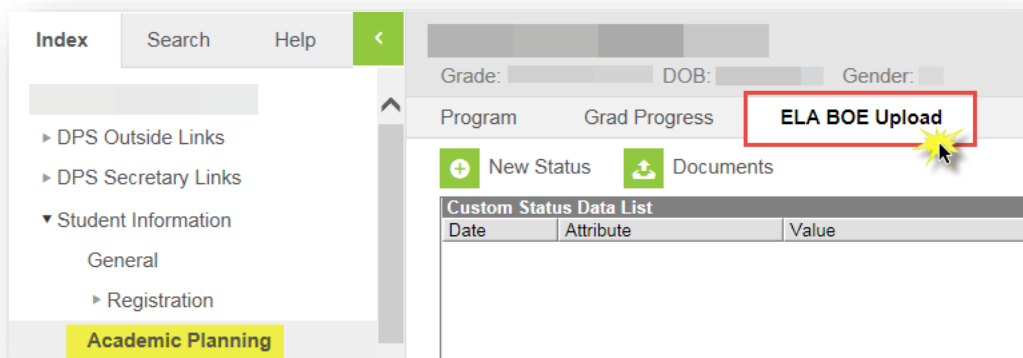
Note: Each item should include the student's name and the date the item was completed.

- **ISA Team Members:** Collect documentation and evidence from teachers (classroom teachers). Review the information and determine which pieces best supports and represents the student's Body of Evidence for consideration and ISA Team's recommendation. Scan and upload into Infinite Campus.

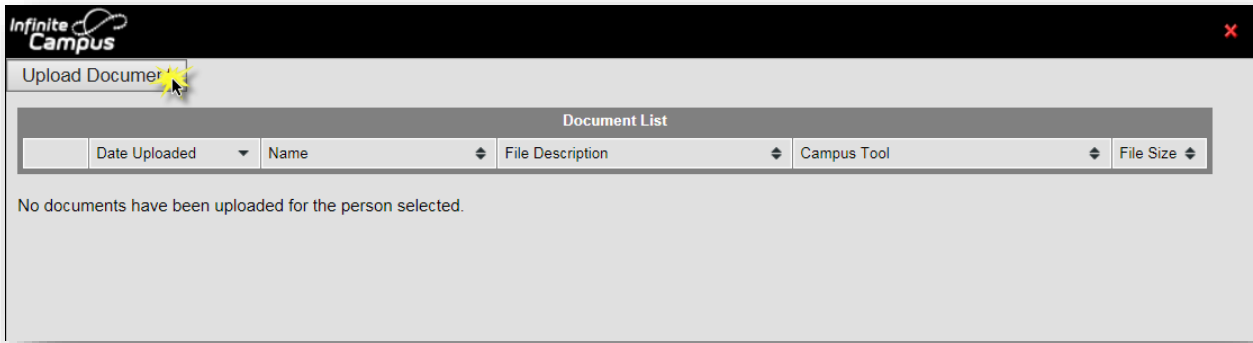
Communication and Process Flow

The ISA Team needs to be proactive in requesting the Body of Evidence from the teachers so that the supporting documentation and evidence can be submitted in a timely manner into IC. *Note that a Body of Evidence upload is required if the assessment scores from the approved list do not reside in Infinite Campus, SchoolNet, or OASIS. If those scores are available in any of those three locations, and support the ISA Team Recommendation, the BOE does not need to be uploaded.*

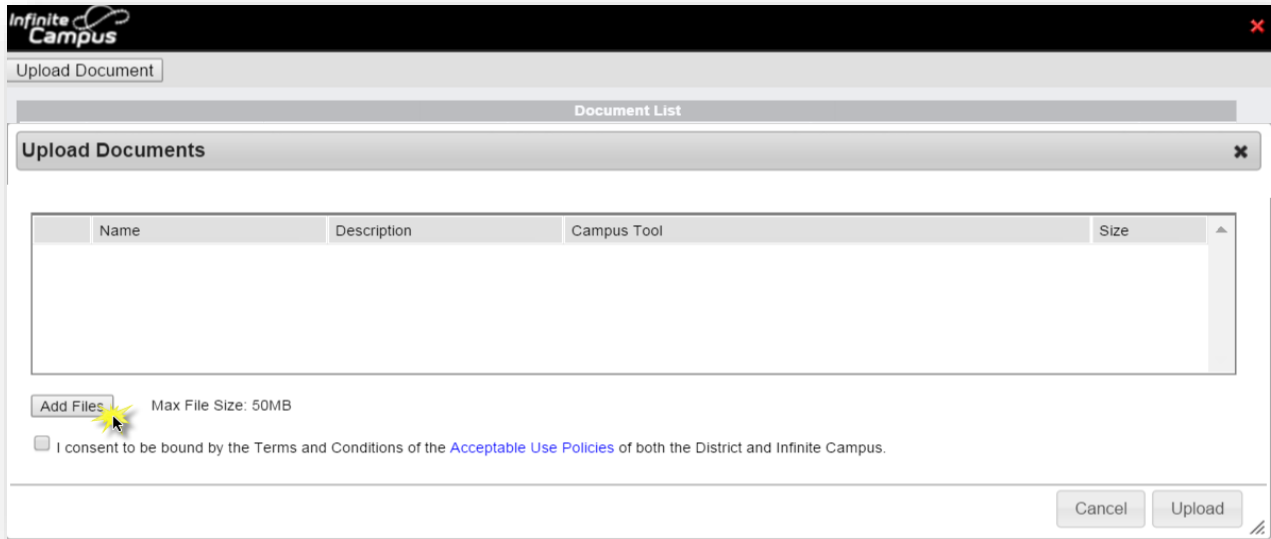
The Body of Evidence needs to be uploaded into IC by going to *Student Information > Academic Planning >* and clicking on **ELA BOE Upload** tab.



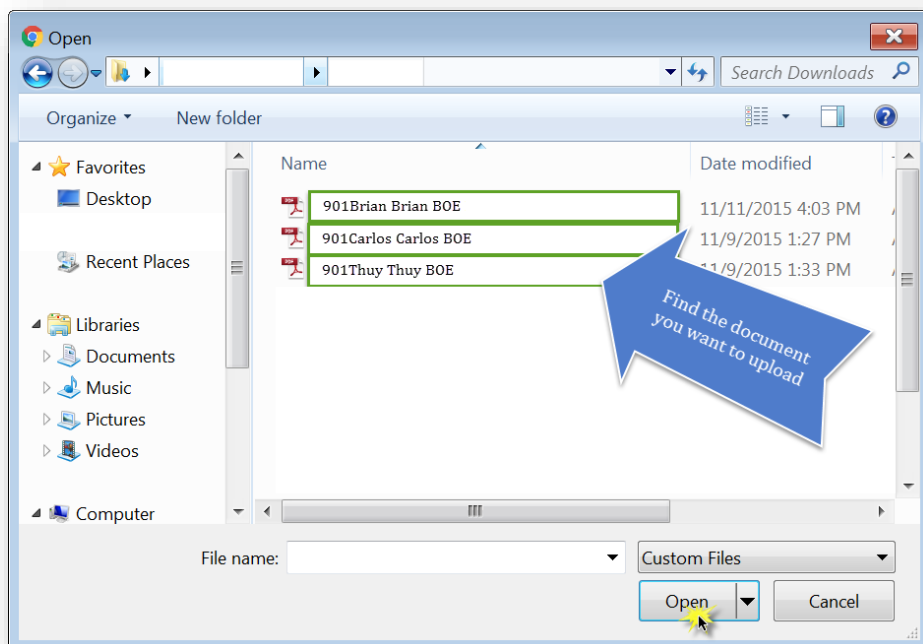
Select the  Documents button to initiate uploading session.

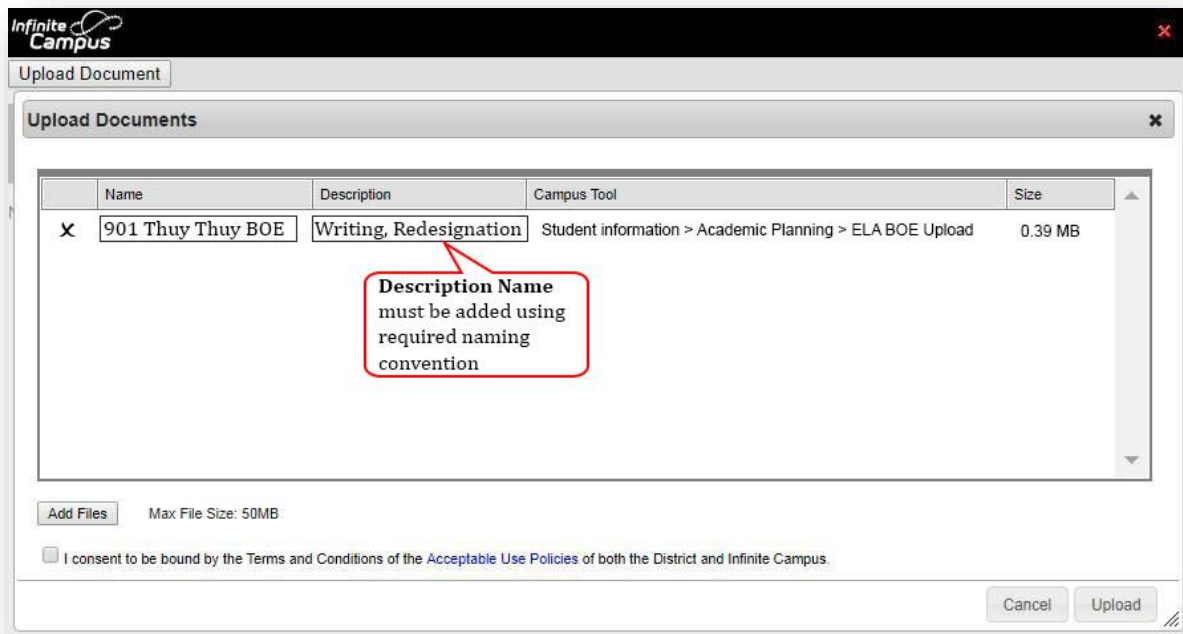


Click "Upload Documents" to add files.



Click "Add Files" to browse documents and select the document you want to upload.





Note that IC is capable of performing bulk uploads so that all supporting documentation for a single student can be uploaded at the same time.

Naming convention for Description field: Content area, Name of Form

Examples:

Writing, Redesignation

Social Studies, Monitoring Year1

Writing through Science, Redesignation