

UFLI School-wide Implementation Checklist

Suggested Date	Task	Scheduled	Completed	Notes
Summer	Add UFLI Small Group to master schedule	Days/Time: _____	<input type="checkbox"/>	
Summer	Check for UFLI Materials	Date: _____	<input type="checkbox"/> Date: _____	
Aug.	UFLI Refresher/ Training	Date: _____	<input type="checkbox"/> Date: _____	
Aug.	CORE Phonics Assessment Refresher/Training	Date: _____	<input type="checkbox"/> Date: _____	
Aug.	CORE Phonics Assessments Administered	Date: _____	<input type="checkbox"/> Date: _____	
Aug.	Form UFLI Groups	Date: _____	<input type="checkbox"/> Date: _____	
First week of September	Begin UFLI Implementation*	1 st -2 nd Date: _____ *K Date: _____	<input type="checkbox"/> Date: _____ Date: _____	
Mid-September	Initial UFLI Walkthroughs	Date: _____	<input type="checkbox"/> Date: _____	
Mid-September	Initial UFLI Check-in	Date: _____	<input type="checkbox"/> Date: _____	

Suggested Date	Task	Scheduled	Completed	Notes
Oct.- June	UFLI Observations	Oct: _____ Nov/Dec: _____ Jan: _____ Feb: _____ March: _____ April: _____ May/June: _____	<input type="checkbox"/> Oct: _____ <input type="checkbox"/> Nov/Dec: _____ <input type="checkbox"/> Jan: _____ <input type="checkbox"/> Feb: _____ <input type="checkbox"/> March: _____ <input type="checkbox"/> April: _____ <input type="checkbox"/> May/June: _____	
Oct.- June	UFLI Data Chats	Oct: _____ Nov/Dec: _____ Jan: _____ Feb: _____ March: _____ April: _____ May/June: _____	<input type="checkbox"/> Oct: _____ <input type="checkbox"/> Nov/Dec: _____ <input type="checkbox"/> Jan: _____ <input type="checkbox"/> Feb: _____ <input type="checkbox"/> March: _____ <input type="checkbox"/> April: _____ <input type="checkbox"/> May/June: _____	
Oct.- June	UFLI PD/Support	Nov/Dec: _____ Jan/Feb: _____ Mar/Apr: _____ May/June: _____	<input type="checkbox"/> Nov/Dec: _____ <input type="checkbox"/> Jan/Feb: _____ <input type="checkbox"/> Mar/Apr: _____ <input type="checkbox"/> May/June: _____	

Task Descriptions

Add UFLI to Master Schedule

- Identify designated time(s) and day(s) that UFLI will be implemented in each grade K, 1, and 2.

Check for UFLI Materials

- Ensure all materials necessary for UFLI small group implementation are on campus and replenish missing materials.

UFLI Refresher/Training

- Determine which teachers need initial and/or refresher UFLI Small Group training and schedule the needed trainings with UFLI/JPLC personnel.

CORE Phonics Assessment Refresher/Training

- Determine which teachers need initial and/or refresher CORE Phonics assessment training and schedule the needed trainings with UFLI/JPLC personnel.

CORE Phonics Assessment Administered

- Create a schedule for administering the CORE Phonics Survey assessment including a start and end date for administering the assessment and a due date for assessment data to be entered.

Form UFLI Group

- Teachers form at least one UFLI small group per class based on assessment data and student needs.

Begin UFLI Implementation

- Teachers in grades K-2 will implement UFLI small group lessons at least 3 times per week in their classrooms.
- *Kindergarten start date may be later than grades 1 and 2 to provide kindergarten teachers with more time for alphabet instruction before small group lessons being.

Initial UFLI Walkthroughs

- Literacy leadership team will conduct classroom walkthroughs to ensure UFLI small group instruction has begun and fits appropriately into the schedule. No observation form needed for this walkthrough.

Initial UFLI Check-in

- Literacy leadership team will follow up with teachers after walkthroughs to address any questions and general observations of initial UFLI small group implementations. Follow ups may be done in groups or individually.

UFLI Data Chats

- Literacy leadership team will meet with grade level teams to analyze UFLI small group data. Data will be collected by teachers using the UFLI small group session notes and UFLI intervention record. Teachers need 6-8 data points prior to data chats.

UFLI Observations

- Literacy leadership team will observe UFLI small group lessons using the UFLI Small Group Observation form and then debrief with teachers. Performance feedback will focus on growth and development, not evaluation.

UFLI Professional Development and/or Support

- Literacy leadership team and teachers identify needs for targeted PD and support and plan for providing this support through PLCs or lesson study cycles.