

Appendix E-Generalized Vetting Process for Middle School Alignment

1. Read over all the agreements and criteria. Get all questions answered prior to starting your work.
2. Ensure you have all the required materials.
3. Check the alignment
 - a. Do you agree with the level of alignment?
 - b. If you do not agree with the level, how would you change it, and what is your evidence?
 - c. Were all the investigations for that standard included?
 - d. Are all the pieces of evidence included? Can you add something from the Resource book, the Lab Notebook, or the CD-ROM?
 - e. What can you add to the instructional comments?
 - i. Do you make specific changes in your instruction that are effective that better meet the standards?
 - ii. Can you edit the instructional comments so they make more sense to a teacher?
 - iii. If “aligned with modifications” or “module requires changes” was chosen, are the instructional comments adequate to meet the standard?
 - iv. Was there vocabulary that needed to be added?
 - v. If the alignment says, “Module requires changes” and the instructional comment says, “additional activity is required” but no activity is listed, is there an activity could be done **using the materials found in the kit**? If not, remove item.
 - vi. Are there typos?
 - f. Check the standards that are **NOT** included on the alignment document. Is there a standard that can be added? If you think the materials align with a standard that is not found in the original document you will need to create a new alignment item and enter all data (See Appendix D: Middle School Science Instructional Materials Alignment Tool Instructions).
4. What can be added to the Instructional Cover Sheet that precedes the alignment document?