

Dear Facilitator,

Creative Education Institute (CEI) truly appreciates everything you do to help your students become better learners. To show our appreciation and support of your efforts, we have created the Exemplary Lab program. In this program, facilitators submit information to indicate how their lab is serving as an example for others to follow. CEI will process the information and recognize those labs that have developed innovative techniques to ensure that students achieve learning success. To be eligible for recognition, schools must:

- maintain a complete service agreement,
- submit the year's *DST:R* or *DST:M* or some equivalent testing information to CEI, and
- record gains in test score averages.

This packet includes the information you will need to complete your Exemplary Lab Application for the current school year. The attached guidelines detail the information we would like you to submit and offer some suggestions on what to include. CEI has provided you with a checklist to use as a cover page for your application. Please check each box to indicate that you have turned in the required materials. This checklist also includes some custom categories, so you can check and label any additional materials you would like to submit. Each item you submit contributes toward the scoring for Exemplary Lab status. Please be sure to secure all photos, letters or testimonials. All materials will become property of CEI, so please make additional copies if you need them.

All applications must be postmarked no later than the first Friday in June. Applications postmarked after the deadline will not be eligible for consideration. Please send your cover sheet, application, and all supplementary materials, including testing, to the following address:

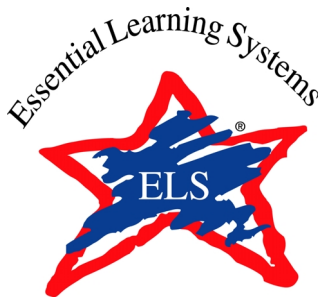
CEI  
Attention: Exemplary Lab Applications  
1105 Wooded Acres, Suite 700  
Waco, Texas 76710

Again, we thank you for supporting our programs at your school, and we are grateful that you allow us to work with you to help your students to succeed!

Sincerely,



Lesley Mullen  
Client Support Manager



## Cover Sheet for *Essential Learning Systems* Exemplary Lab Applications

Please include only one application per envelope. If your school has more than one lab, please put each application in a separate envelope. Applications must be postmarked no later than the first Friday in June.

Please complete the information on this page and place it in front of your Exemplary Lab Application and attachments.

School Name: \_\_\_\_\_ ISD/County: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Principal: \_\_\_\_\_

Lab Facilitators: \_\_\_\_\_

Number of students served in lab: \_\_\_\_\_ Populations served in the lab: \_\_\_\_\_

Have you received Exemplary Lab status before? \_\_\_\_\_ If so, for what years? \_\_\_\_\_

Name of your CEI Solutions Analyst: \_\_\_\_\_

You must include *all* of these items in order to earn Exemplary status. Please check the boxes to ensure that you have attached everything.

- Narrative describing why your lab is exemplary
- Narrative describing innovative techniques used to ensure student success
- Methods, sequences or motivation systems used to complete SHARE three times a week
- Description of printout analysis procedures
- Recycling and mastery tracking information
- Word Meaning Review implementation, motivation, and assistance information
- Long Term Recall implementation, motivation, and assistance information
- Parameter and Sequence adjustment factors
- Parameter adjustment particulars
- Diagnostic Screening Test: Reading (DST:R)* results
- ELS Placement* test administration guidelines
- Incorporation of *Learning Efficiency Test-II* results
- Methods of communicating with administrators, faculty and parents
- Testimonials or letters of support (at least three recommended)
- Exemplary Lab Observation Checklist from your administrator or supervisor
- Copies of contents from two student folders (daily work and testing with names removed)
- \_\_\_\_\_
- \_\_\_\_\_

## **Guidelines for *Essential Learning Systems* Exemplary Lab Application**

- 🔑 **Why do you think your *ELS* lab is exemplary?** (You may want to explain concrete gains and/or positive outcomes in your lab and overall program benefits to the students in the lab. CEI encourages you to include scores on other assessments, including NCLB measurements, of your lab participants to demonstrate other evidence of positive outcomes. Other evidence includes improved grades, improved attendance, improved behavior, etc.)
- 🔑 **What innovative methods have you put into place to ensure that the students in your lab are successful?** (You might include processes or procedures that specifically help the students in your lab, reports you have created to track progress, motivation plans that have inspired the students to achieve, etc.)
- 🔑 **Are students completing SHARE three times a week?** (You may want to discuss any methods, sequences, or motivation systems that affect students' ability to achieve this.)
- 🔑 **Are students printing daily, and are facilitators analyzing the printouts?** (You may want to describe how you analyze printouts, how often you examine the printouts, and how you involve students in the analysis.)
- 🔑 **Do students adhere to the Mastery Cycle?** (You may want to explain why you would or would not override the program's automatic recycling feature.)
- 🔑 **Do students keep Word Meaning Review up-to-date?** (You may want to describe how and when you implement Word Meaning Review in your lab, how you motivate students, and how you handle students who have difficulty with the activity.)
- 🔑 **Do students keep Long Term Recall up-to-date?** (Do students complete LTR manually or on the computer. How do you motivate students to perform well, and how do you handle students who have difficulty with the activity.)
- 🔑 **Do you adjust parameters and sequences in a timely manner to fit students' individual needs?** (You may want to clarify how and when you change parameters or sequences, express how long you observe the student before making changes, describe reasons for making the changes, and discuss when you call the CEI Solutions Analyst to help determine necessary changes.)
- 🔑 **How do you adjust the parameters to individualize the program?** (You may want to describe some of the parameter changes and the reasons you made them, list parameter changes that apply to most students during certain times of the year, and discuss how you supervise the student parameter selection in Echo, Quick Pick, Quick Talk, and Copy-Write.)
- 🔑 **Have your students made appropriate gains on the *Diagnostic Screening Test: Reading (DST:R)*?** (You will want to include the pre- and posttest results for the students in your lab.)
- 🔑 **Do you use the *ELS Placement* test to place or advance students as they achieve mastery?** (You may want to discuss how you use the test throughout the school year.)
- 🔑 **Do you administer and use the *Learning Efficiency Test-II (LET-II)*?** (You may want to explain how you incorporate students' results into their lab activities, describe how you use the test throughout the year, and discuss how you share the results with classroom teachers.)
- 🔑 **Do you communicate with administrators, faculty members, and parents to achieve campus-wide enthusiasm and support for the program?** (You may want to discuss any techniques you use to inform people, describe any meetings or special events — open houses, news articles, or in-service presentations — that facilitate communication, and attach samples of the materials you use to accomplish this.)
- 🔑 **Do you have any additional information you would like CEI to consider while evaluating your application?** (You may want to list any other positive attributes — participation in Beta testing, Creative Writing Contest, etc. — or include testimonials or materials you think could affect your lab status.)

**EXEMPLARY LAB  
OBSERVATION CHECKLIST**

# MEMO

**To:** CEI Exemplary Lab Program

**From:** \_\_\_\_\_, \_\_\_\_\_

**CC:** \_\_\_\_\_, Solutions Analyst

**Date:** \_\_\_\_\_

**Re:** ELS Exemplary Lab Application Checklist

Please check the applicable column for each statement.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Pre and post reading assessments have been completed or scheduled for each lab student and will be sent to CEI in support of this application and for analysis. Name of Assessment _____
<input type="checkbox"/>	<input type="checkbox"/>	The ELS Placement Test has been administered to each lab student.
<input type="checkbox"/>	<input type="checkbox"/>	Students are speaking aloud with the program (repeating words, definitions or context sentences).
<input type="checkbox"/>	<input type="checkbox"/>	Students print their lesson results regularly, and lab personnel review the results. This review yields appropriate modifications to lessons, sequences or parameters.
<input type="checkbox"/>	<input type="checkbox"/>	Lab personnel actively monitor students during: Computer activities
<input type="checkbox"/>	<input type="checkbox"/>	Editing work (Copy-Write editing)
<input type="checkbox"/>	<input type="checkbox"/>	Reading from resource manuals
<input type="checkbox"/>	<input type="checkbox"/>	Students receive adequate feedback, positive reinforcement. Students are motivated and productive.
<input type="checkbox"/>	<input type="checkbox"/>	Lab is well managed with a comfortable productive atmosphere.
<input type="checkbox"/>	<input type="checkbox"/>	Lab personnel communicate with administrators, parents and faculty members to create campus-wide enthusiasm and support.

Lab Facilitator, please give this checklist to your administrator or supervisor. Their feedback provides support for your Exemplary Lab Application.