# Six Step Protocol: Note-Taking Log & Fidelity Checklist

Use this log to take notes and monitor implementation of the six-step protocol for progress monitoring performance feedback and goal setting during initial and ongoing progress monitoring sessions. Review your documentation periodically to monitor fidelity and refine your implementation over time.

**Student:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Teacher:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Note-taking log and fidelity checklist |
| * Step 1. Explicit Performance Feedback   **“Now I’m going to calculate your score by counting how many *(words you read/problems you solved).***  **Your score is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.” |
| * Step 2. Specific, True, and Positive Feedback   **“I liked/noticed that you** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.” |
| * Step 3. Collaborative Data Graphing   **“Together, let’s add the new score (*repeat the score*) to your progress graph.”** |
| * Step 4. Collaborative Data Analysis   **“Let’s look at what the graph shows us. Did your score go up, go down, or stay the same since last time?”**  Student Response: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Step 5. Reflective Questioning   **“What have you been doing to help you keep improving?”**  Student Response: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **“Last time you set a goal to (*state goal*). Do you think you accomplished your goal?”**  Student Response: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Step 6. Collaborative Goal Setting   **“Do you have any ideas about what I can do to help you improve?”**  Student Response: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **“What can you do from now until next time so that you keep improving?”**  Student Response: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **“Using this scale, tell me how sure you are that you can reach your goal.”**  0 1 2 3 4 5 6 7 8 9 10  I cannot do it Maybe I can do it I am sure I can do it |

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