

Instructions for Reading Recovery Teachers 2009

1. Please reproduce the *Individual Student Report 2009* form, ensuring that copies are **double-sided**.
2. Please complete an *Individual Student Report 2009* form for each child who has been in Reading Recovery for 2009. The forms can be completed as appropriate throughout the school year, as soon as a child discontinues from Reading Recovery, is referred on, or leaves the school.
3. At the end of the year, please pass all *Individual Student Reports* and the *School End-of-Year Report 2009* form to your principal for completion and sign off.

The *School End-of-Year Report 2009* form and all the *Individual Student Reports* are to be forwarded to your Reading Recovery Tutor by **Friday 11 December 2009**.

Student Identifying Number

The student forms ask for an identifying number. The school where the child first enters Reading Recovery will provide the child's identifying number (made up of the institution number, the child's individual enrolment number, and the year the child first entered Reading Recovery). This number must remain with the student, unchanged, through changes of school. It is hoped the number will allow more effective tracking of children moving schools. The same number will be used on the Reading Recovery (yellow) Transfer Form.

Please note, the student forms also ask for each student's National Student Number (NSN).

Queries

Please feel free to communicate with your Reading Recovery Tutor if you require assistance in completing the *Individual Student Report 2009* forms.

Thank you.