

STUDENT ATTAINMENT OF CORE COMPETENCIES

(Sample Page)

To change a student's name, tab to cell C3 and type the student's name. (Cell should be formsted top/center)



Student Name: _____
 ID #: _____
 School Name: _____
 Graduation Year: _____

Level I Course Name:					Level II Course Name:					Level III Course Name:				
Teacher Name:					Teacher Name:					Teacher Name:				
COMPETENCIES COVERED	DATE of ATTAINMENT (Semester or MY)	METHOD of ATTAINMENT	LEVEL of ATTAINMENT	ADDITIONAL DOCUMENTATION	COMPETENCIES COVERED	DATE of ATTAINMENT (Semester or MY)	METHOD of ATTAINMENT	LEVEL of ATTAINMENT	ADDITIONAL DOCUMENTATION	COMPETENCIES COVERED	DATE of ATTAINMENT (Semester or MY)	METHOD of ATTAINMENT	LEVEL of ATTAINMENT	ADDITIONAL DOCUMENTATION
1.0		ACADEMIC FOUNDATIONS: Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.												
2.0		Describe the historic and current purposes of education for individuals, groups, and society.												
3.0		Describe the use of developmental theory to enhance learner achievement.												
4.0		Apply basic theories of educational psychology to enhance student learning.												
5.0		Explain and apply a variety of instructional models to enhance learning achievement.												
6.0		Describe sociological factors that impact learning.												
7.0		COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.												
8.0		Write effectively (i.e., grammar, spelling, structure) for a variety of audiences, purposes and contexts.												
9.0		Deliver formal and informal presentations that demonstrate organization and delivery skill.												
10.0		List and speak effectively to contribute to group discussions and meetings.												
11.0		Practice the use of clear verbal directions.												
12.0		Utilize questioning skills to enhance instruction and learner achievement.												
13.0		Apply active listening skills to enhance communication with learners.												
14.0		Use knowledge of reading strategies in the content area to enhance learner achievement.												
15.0		Recognize cultural differences and other barriers in communication and learning.												
16.0		Demonstrate the use of motivational and engaging communication to provide information and discussion.												
17.0		PROBLEM-SOLVING AND CRITICAL THINKING: Solve problems using critical												
18.0														
19.0														

Refer to the competency indicators listed on the "CHECKLIST" (third tab/worksheet below) to make sure you are fully assessing the competencies. See the Drafting Technology "ATTAINMENT SAMPLE" (4th tab/worksheet) for an example. This column will print using legal size paper. Under File/Page Setup, select "legal size" paper.

AzTP

***NOTE:** This Attainment Record page is a "SAMPLE" that has been designed to be printed on one page in landscape format. Because not all printers have the same "print area," your printer may not print this sheet on one page. The margins have already been preset at 0.1 to enable as much printable area as possible with as large print as possible. Therefore, if you need to "scrunch" the sheet (particularly from side to side) you will have to do it by methods other than reducing margins. If you encounter problems you may try one or more of these:

1. Select the File menu and click "Page Setup" and adjust Page Scaling to less than 100%. You may have to experiment with several settings to get the one that's "just right".
2. Reduce the width of the "TEACHER" column until it comes within the print area (the dotted vertical line). If the dotted line does not show, select "Print Preview" in the File menu or the "Print Preview" icon in the File tool bar. Close the preview mode and the line will magically appear. Mac users may be able to drastically reduce the width of columns, especially the competencies column.
3. Delete one or more of the "Courses" columns. You can do this if your "Coherent Sequence of Courses" is less than the number of columns (7) provided.
4. Reduce the font size in the competency column or other wide columns and reduce the width of that column.

This text box (and all other yellow boxes) will not print unless you first click on the box BORDER, then go to "Format" select "Text Box", then "Properties" then check "Print object."