



GUIDANCE

Ordering Student Books When Using the Foundational Reading Extension

Step 1: Choose a Tool to Support Ordering

OPT A Contact Your Support Team

If your school uses *i-Ready*, reach out to your Implementation Support team for help identifying the students who will benefit from *Phonics for Reading*. They will provide guidance on the number of books from each level to order based on data from your most recent *i-Ready Diagnostic*.

OPT B Reading Screener

Place your Student Book order based on the results of the *i-Ready Diagnostic* or other reading screener. Look for students in Grades 3–12 placing below grade level in Phonics. If you use *i-Ready*, use the Foundational Reading Extension export to identify students placing One or More Grade Levels Below in Phonics. To access this export, follow the steps below.

OPT C Placement Test

Administer the *Phonics for Reading* Placement Test before placing your book order. (See Step 3: Administer the Placement Test on page 4 of the Educator Guide.) The test provides the most accurate data to inform Student Book orders because the results place students in one of the three *Phonics for Reading* levels. Many educators, however, prefer to use this test closer to the start of actual instruction.

1. Select **Reports** from the top navigation menu.
2. Select **All Exports** for the category.
3. Select **Reading** under *Foundational Reading Extension Export*.
4. Select a **Population** and **Diagnostic to Include**. We recommend selecting All Diagnostics YTD.
5. Select data to include in the export.
6. Select **Create Export**.

Once you have downloaded the **Foundational Reading Extension export**:

- Filter out students in Grades K–2.
- Find the column labeled **Phonics Relative Placement**.
- Sort for students who are **One Grade Level Below, Two Grade Levels Below, or Three or More Grade Levels Below**.
- For those students, review the **Phonics Placement column** for the information you will need to match students to materials.

The screenshot shows the i-Ready Reports interface. Step 1: The 'Reports' menu is selected in the top navigation. Step 2: The 'All Exports' option is selected under the 'Foundational Reading Extension Export' category. Step 3: The 'Reading' option is selected under the 'Foundational Reading Extension Export' category. Step 4: The 'Step 1: Select Population' screen is shown, with 'All Schools' selected for School and 'Current Year' selected for Academic Year. Step 5: The 'Step 2: Select Diagnostic to Include' screen is shown, with 'All Diagnostics YTD' selected for Diagnostic. Step 6: The 'Step 3: Select Data to Include in the Export' screen is shown, with 'Basic Student Information' and 'Foundational Domain Summary' selected under 'Student Data' and 'Foundational Reading Extension Data' respectively. The 'Create Export' button is highlighted.

Step 2: Determine Which Books Students Need

Pick the option that best meets your needs. Depending on their level, some students will need one level of *Phonics for Reading*. Others may require multiple levels. Choose one of the following options.

OPT A Order the books your students need to get started and the subsequent book.

Order books based on your students' current placement and subsequent placement (e.g., Order the Level A and Level B book for a student placing at Grade Level K or 1). This accounts for students who may advance through two levels in a year.

Each student at Grade 3 or higher ...			
who places at this level in Phonics will need these <i>Phonics for Reading</i> books.		
	Level A	Level B	Level C
Grade Level K or 1	●	●	
Grade Level 2		●	●
Grade Level 3			●

OPT B Order the books your students need to get started.

Order the first book students need. Use this table to find your starting point, knowing students will eventually need the next book to progress through the program.

Each student at Grade 3 or higher ...			
who places at this level in Phonics will need these <i>Phonics for Reading</i> books.		
	Level A	Level B	Level C
Grade Level K or 1	●		
Grade Level 2		●	
Grade Level 3			●