

Student Learning Objectives (SLO) Form

Teacher Name	Teacher B	Date	
School	Mesquite Valley High School	Appraiser Name	Appraiser B
Grade	Secondary	Subject Area	Business Information Management II

A. What is your SLO Skill Statement for this content area/subject?

Create your skill statement based on what your students should know and what they are able to show.

Students will create professional business documents using advanced word processing features, including templates, forms, mail merge, and document formatting. Students will apply correct grammar, punctuation, formatting conventions, and professional tone to produce clear workplace communication for different audiences and purposes.

B. List three foundational skills your students need to successfully learn for this content area/subject

Business Document Formatting and Production
Written Communication Accuracy and Professionalism
Audience, Purpose, and Workplace Communication

C. Initial Student Mapping

Identify and list students meeting the standard of previous years' performance based on the foundational skills. Use multiple sources of evidence/data to map each student to the appropriate proficiency level.

Quintile 1 - Level 1	Quintile 2 - Level 2	Quintile 3 - Level 3	Quintile 4 - Level 4	Quintile 5 - Level 5
Low Did Not Meet Previous Year's Standard Intervention Required	High Did Not Meet Previous Year's Standard Intervention Required	Approaching Previous Year's Standard	Meeting Previous Year's Standard	Mastered Previous Year's Standard
Student A Student H Student G Student I Student K	Student B Student C	Student D	Student E Student J	Student F
Total # of Students:5	Total # of Students: 2	Total # of Students: 1	Total # of Students: 2	Total # of Students: 1

D: What are the expected skills students need to know and show across all five levels by the end of the interval

- a. Complete the Targeted Student Skill Profile below, create a progression rubric that would describe your expectations for what this particular group of students' performance will look like at the end of the interval. *For example, the description at the middle level describes what you expect to be a typical skill level at the end of the interval.*

SLO Skill Statement	Students will create professional business documents using advanced word processing features, including templates, forms, mail merge, and document formatting. Students will apply correct grammar, punctuation, formatting conventions, and professional tone to produce clear workplace communication for different audiences and purposes.
Level	Targeted Skill Profile (TSP)
Level 5: Mastering Standard	Student creates polished, workplace-ready business documents using 5 or more advanced word processing features with consistent accuracy and professionalism. Documents demonstrate strong formatting, correct conventions, clear communication, appropriate tone, and purposeful adaptation for different audiences and workplace purposes.
Level 4: Meeting Standard	Student creates multiple professional business documents using 4 or more advanced word processing features, such as templates, mail merge, forms, tables, headers, footers, or document formatting tools. Documents are clear, organized, mostly error-free, and adapted to the audience and purpose.
Level 3: Approaching Standard	Student creates a clear professional business document, such as a letter, memo, or form, using at least 3 word processing features with general accuracy. The document applies appropriate formatting, grammar, punctuation, and tone for the intended workplace audience and purpose.
Level 2: High Did Not Meet Standard	Student creates a business document that partially meets workplace expectations. The document uses at least 2 word processing or formatting features, but may include inconsistent formatting, errors in conventions, or limited attention to audience and purpose.
Level 1: Low Did Not Meet Standard	Student creates a basic business document with limited accuracy. The document uses 1 word processing feature, but formatting, grammar, punctuation, clarity, or professional tone may interfere with communication.

- b. Describe what you will include in the body of evidence (BOE) that will establish students' skill levels at the end of the interval. Describe the measures to be used and how they are aligned with the skills identified in the SLO.

The Body of Evidence will consist of completed professional business documents, such as letters, memos, forms, templates, and mail merge documents. Each artifact will be scored using the TSP rubric to document student growth in document formatting, advanced word processing features, writing accuracy, professional tone, and audience or purpose alignment.

- Mail merge document
- Table or formatted report
- Workplace correspondence for a specific audience or purpose
- Rubric scored final documents

E. How will I guide these students toward growth? (for use in discussion)

Be prepared to discuss answers to the following questions with your appraiser.

- How will you differentiate instruction for those students who are in the highest performing group as well as those who are in the lowest performing group? How will you guide all students toward reaching their targeted growth goals?
- What strategies will you use to monitor progress? How will you document your body of evidence for each student?
- your plan for conferencing with your colleagues about student progress. Who will be members of your team and how often will you meet? How will you share notes, best practices, feedback, etc.?

Notes (Optional)

I will differentiate by giving higher-performing students more complex business document tasks that require multiple advanced word processing features, stronger audience adaptation, and polished workplace communication, while supporting lower-performing students with templates, models, checklists, guided practice, mini-lessons, and feedback on formatting, grammar, and tone. I will monitor progress through completed business documents, drafts, formatting checks, grammar and punctuation reviews, mail merge or form-creation tasks, and rubric-based scoring aligned to the TSP. The Body of Evidence will include completed professional documents such as letters, memos, forms, templates, and mail merge products that show growth in formatting, advanced features, writing accuracy, and audience or purpose alignment. I will collaborate with my CTE or business team, CTE Coordinator, and appraiser during PLCs or planning meetings to review student work, align scoring expectations, share examples and strategies, and document next steps.

Student Learning Objectives Review & Approval

By signing below, you acknowledge that you have discussed and agreed upon the Student Learning Objectives Plan, above.

Comments	Decision
	☐ Approved ☐ Revise and Re-submit
Teacher Signature	Date
Appraiser Signature	Date

Revision Comments (if required)	Decision
	☐ Final Approval
Teacher Signature	Date
Appraiser Signature	Date

Rubric for Writing an SLO Skill Statement

Criteria	Exemplary (4)	Proficient (3)	Developing (2)	Beginning (1)
Foundational Skill Specificity <i>Foundational skills are the essential, transferable sub-skills students must develop to master the broader TEKS expectation.</i>	Clearly represents three foundational skills that are aligned to the content area.	Represents three foundational skills that are relevant to the content area, though some generalizations are present.	Represents fewer than three foundational skills or lacks clear specificity to the content area.	There is one or no foundational skills, or skills are not aligned to content area.
Skill Persistence <i>Skills revisited, reinforced, and built upon across multiple units or checkpoints.</i>	Describes three foundational skills that will persist and be reinforced throughout the duration of the course.	Describes three foundational skills that are likely to persist through the majority of the course.	Describes fewer than three foundational skills that do not persist throughout the course; they may only be taught in one or two isolated units.	Skills are short-term and unlikely to persist throughout the course.
Measurability of Skill <i>Performance-based verbs, observable evidence, etc.</i>	Skills are clearly measurable through student work and are explicitly aligned to the TSP. Evidence of alignment is consistent and strengthens the intended learning outcome.	Skills are measurable through student work and are somewhat aligned to the TSP. Evidence of alignment is mostly consistent	Skills have limited measurability; alignment to student demonstration of mastery is unclear.	Skills cannot be measured through student work.
Growth Potential for Students and Teacher <i>Skills show growth potential that pushes students beyond their current performance level.</i>	Skills focus on areas that show clear growth potential for students. Skills are applicable for this course and beyond with meaningful long-term impact.	Skills focus on areas that show growth for students and have some connection to long-term development.	Growth potential is limited or lacks clear benefits for students.	No clear focus on growth or benefits for students.
Clarity and Alignment with Standards	Skills are well defined and clearly aligned with relevant course standards.	Skills are defined and aligned to course standards, though focus may vary.	Skills lack clear definition or are only partially aligned with course standards.	Skills are unclear, unfocused and not aligned to course standards.

☐ 16 - 20 Exemplary.

☐ 11 - 15 Proficient

☐ 6-10 Developing
Revision Needed

☐ 0-5 Beginning
Revision Needed

Rubric for Writing a Targeted Skills Profile (TSP)

Criteria	Exemplary (4)	Proficient (3)	Developing (2)	Beginning (1)
Skill Articulation <i>How clearly the core skills are defined and measurable.</i>	Clearly defines three skills that are measurable and persist throughout the duration of the course.	Defines three skills that are mostly clear and measurable and persist throughout the course, through some refinement may be needed.	Defines fewer than three skills or skills lack clarity.	Skills are vaguely defined or missing.
Differentiation of Skill Levels <i>How well performance levels are clearly distinguished.</i>	Clearly differentiates skill levels with quantifiable descriptors aligned to skills statement and BOE.	Differentiates skill levels, though descriptors may lack some specificity.	Shows limited differentiation between skill levels.	No differentiation between skill levels.
Alignment to Skill Statement <i>How closely the TSP connects to the SLO skill statement.</i>	Strong alignment with the SLO skill statement, reflecting clear connections.	Mostly aligns with the SLO skill statement, some connections.	Limited alignment to the SLO skill statement; unclear connections.	Does not align with the SLO skill statement.
Assessment Flexibility <i>Whether multiple appropriate methods are used to measure skills.</i>	Provides multiple assessments methods, appropriate to measure skills defined in the skill statement.	There are a few methods for skill assessment, with some variety.	Limited methods for assessing skills, lacking variety.	Assessment methods are vague or inappropriate.
Specificity to Students <i>How well targets reflect actual student needs and evidence.</i>	Skill target levels specific to students in the class, grounded in multiple evidence sources (e.g., BOY data, diagnostics, prior work)	Skill targets are mostly specific to students, with some evidence-based alignment.	Skill targets show limited specificity or minimal evidence grounding.	Targets are generalized and lack evidence grounding.
Growth Expectations <i>Whether growth targets are realistic and meaningful.</i>	Sets high yet achievable expectations for student growth based on initial student mapping and target goals.	Sets reasonable and generally attainable expectations for student growth based on initial student mapping and target goals.	Sets growth expectations, but may not be entirely reasonable or well-defined.	Expectations are unrealistic or not defined.

☐

19 - 24 Exemplary

☐

13 - 18 Proficient

☐

7 - 12 Developing
Revision Needed

☐

0 - 6 Beginning
Revision Needed

Tx SLO Body of Evidence (BOE) Success Criteria Rubric

To guide educators in selecting and submitting Body of Evidence (BOE) artifacts that are fully aligned to their identified Skill Statement and Targeted Skill Profile (TSP). This rubric establishes consistent success criteria to evaluate the quality, relevance, and alignment of each artifact, ensuring it accurately reflects measurable student growth within the Tx SLO framework.

Domain	Domain Indicator Description	Exceeds (3)	Meets (2)	Does Not Meet (1)
Alignment	Evidence aligns to the teacher-defined skills in the skill statement.	Strong alignment with the TSP and skill statement;	General alignment with minor inconsistencies	Unclear or unrelated to intended skills
Growth Evidence	Demonstrates measurable student growth	Clear, compelling progress across time points	Adequate growth with some variability	No measurable growth or misaligned timeframes
Artifact Quality	Clarity, completeness, and relevance	High quality, relevant, and clearly linked to outcomes	Mostly complete with basic clarity	Incomplete, low quality, or unclear
Teacher Reflection	Insight into instructional decisions	Detailed, thoughtful reflection on strategy and next steps	Reflection included, limited instructional insights	Minimal or absent instructional reflection
Scoring Consistency	Matches rubric expectations	Fully aligned to rubric criteria	Mostly aligned, with minor interpretation variance	Major misalignment or inconsistent scoring



11 – 15 Exceeds



6 – 10 Meets



0 – 5 Does Not Meet

(Resubmit; Body of Evidence artifact is not aligned to the Skill Statement & Targeted Skill Profile)

