

## Guide Sheet: Taking Running Records of Continuous Text

### Purpose of Running Records:

- Show how students process print
- Assess appropriateness of text
- Guide small group instructional placement
- Monitor progress
- Determine lesson focus
- Long-term documentation

### When to take a Running Record:

- Beginning of the year (DRA, benchmark assessments, etc...)
- Regularly to monitor progress
- Frequently:
  - Emergent readers (DRA A-4) Fountas & Pinnell (A-C)
  - Early readers (DRA 6-12) Fountas & Pinnell (D-G)
  - Transitional readers (DRA 14-20) Fountas & Pinnell (H-J/K)
- Less frequently for more competent readers
- Quarterly/end of semester/end of school year for long term monitoring

### How to Take a Running Record:

1. Reading and record-taking
  - Select Text (whole book or 100-200 word sample from longer text)
  - Introduce the Story (state title and invite student to preview book on his/her own)
  - Take the Running Record
2. Retelling and/or responding
  - Child may retell story or there may be a brief discussion about the story so that the teacher can determine if the child comprehended what was read. This should be brief.
3. Calculate error, accuracy and self-correction rate
  - Error rate:  $\text{Running Words/Errors} = \text{Error Rate}$
  - Use error/accuracy rate chart
  - Self-correction ratio:  $\text{Errors} + \text{Self-corrections}/\text{Self-corrections} = \text{SC Rate}$
4. Analyze the Running Record
  - Cues used/neglected
  - Self-corrections
  - Reading Strategies used
5. Identify appropriate teaching procedures
  - Plan instruction based on student strengths and needs
  - Select new reading material at instructional/independent level

### Reading Accuracy Levels:

Independent 95%-100%  
Instructional 90%-94%  
Frustration below 90%

### Running Records used to monitor progress

- Keep running records for reference
- Graph student progress by plotting running record accuracy rate, book title and date
- Use running records as evidence of student progress at SAT meetings. The aim is to show change over time in reading proficiency.