**Five Steps to Taking an Oral Reading Record**

**Step 1: Reading and Record-Taking**

* Teacher selects a book at an appropriate reading level
* Records are taken on a whole book or a 100-200 word sample of longer text
* Teacher introduces the story by stating title and giving a summary statement
* Child read book independently to the teacher
* Teacher listens and records reading behaviors, using consistent notations

**Step 2: Retelling and Responding**

* Child retells the text, usually a story
* Teacher evaluates level of comprehension, using the retelling rubric

**Step 3: Calculate Error, Accuracy, and Self-Correction Rate**

* Teacher counts the number of errors and self-corrections
* Teacher uses the formula to determine accuracy and self-correction rates
  + Accuracy rate = total number of words minus errors, divided by total words
    - Independent level = 95% - 100% accurate
    - Instructional level = 90% - 94% accurate
    - Frustration level = below 90% accurate
* Self-Correction ratio = self-corrections + errors, divided by self-corrections
  + 1:2 and 1:3 are considered good ratios

**Step 4: Analyze the Oral Reading Record**

* Teacher figures out what cueing systems the student is using
* Teacher determines fluency, using the rubric
* Teacher evaluates the accuracy and completeness of the retelling, using the rubric
* Teacher identifies whether the text is at the instructional, independent, or frustration level

**Step 5: Identify Appropriate Teaching Procedures**

* Teacher selects appropriate instructional text and places child in reading group
* Teacher designs and teaches focus lessons aligned with student’s needs