**WJ IV Kits – Lending Process**

In September, the kits are assigned to either one or two schools. Ideally the Inclusion Support Teachers (ISTs) of the two school should set up a sharing schedule.

Each protocol (scoring booklet) is attached to an online license ($25 per booklet). Please do not use more booklets than necessary, and please do not photocopy booklets. Once you have the kit, you will need to connect with Ailis Lawrence [ailis.lawrence@sd8.bc.ca](mailto:ailis.lawrence@sd8.bc.ca) to sign you up to the online platform.

For teachers that are newly taking the Queens assessment course we will have one kit set aside for lending. Please connect with Palma Wedman at [clerical.inc@sd8.bc.ca](mailto:clerical.inc@sd8.bc.ca) before you sign up for the course to check for availability.

Each IST that would be using a WJ IV kit will be required to complete the IE.25 Resource Loan Agreement along with the site Principal. For classroom teachers borrowing a kit, they will need to sign and have the site principal and IST sign as well.

Once you have completed your WJ IV report please save a copy to the INC – Inclusion Support Teacher MS Teams/Sharepoint site: General > WJ-IV Reports. Please let Ailis know when you have done this. The report will be reviewed and then moved to Laserfiche where it will be digitally stored.