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| [School Name] Data and Assessment Plan |
| Year |

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1. **Mission Statement**
2. **Vision**
3. **Data and Assessment Committee Members and Roles**
4. **Data and Assessment Plan Purpose**
5. **Types of Data** 
   1. Ex. Summative (specific examples)
   2. Ex. Formative (specific examples)
   3. NRT
6. **Demographic Data**
   1. **Student** 
      1. Enrollment trend
      2. Strengths
      3. Challenges
   2. **Teacher/School Leader(s)**
      1. Retention trend (administration)
         1. Challenges and impact on student achievement
      2. Retention trend (teachers)
         1. Challenges and impact on student achievement
7. **Achievement/Outcome Data**
   1. Reading
      1. Strengths
      2. Challenges
      3. Trends
   2. Writing
      1. Strengths
      2. Challenges
      3. Trends
   3. Math
      1. Strengths
      2. Challenges
      3. Trends
   4. Science
      1. Strengths
      2. Challenges
      3. Trends
   5. Social Studies
      1. Strengths
      2. Challenges
      3. Trends
8. **Using Student Achievement Data to Support Instructional Decision Making**
   1. Curriculum, programs, and/or software
   2. Professional development needs/trainings
   3. Vertical alignment
   4. Data chat meetings/PLC’s
   5. Intervention plan
   6. Summary

**Data Chat: For Teachers**

1. How do you measure your success each year?
2. What is the lowest area that was identified in your students’ data in math? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is the lowest area that was identified in your students’ data in reading? \_\_\_\_\_\_\_\_\_\_\_\_
4. What does the data tell you about the overall progress of the class in each subtest?
5. What are the strengths?  Weaknesses?
6. How is this information helpful to you in making decisions about the choice of instructional

materials?

1. Flexible grouping?
2. Pacing of lessons?
3. Instructional strategies such as differentiation, cooperative learning, multiple intelligences?
4. Are current practices achieving desired results?
5. What strategies or structures need to be put into place?
6. What help do you (the teacher) need from school/district leadership to support changes in

current practices?

**Data Chat: For School Administrators**

Step 1. Setting the stage

1. What is Terra Nova in my own words?
2. What does Terra Nova measure?
3. What is my Complete Battery Score for Math? Science? Reading? Social Studies?
4. Let’s examine the survey scores together.

Step 2. Examining the data

1. Looking for patterns and making observations. Did my school scores rise or fall when compared to last year? Explain
2. Exploring data limitations-What do I still need to know about the data?
3. Guiding questions-What is test design summary? Did I look at the lesson plans for individual teachers to make sure that each strand that the students were tested on was covered by each teacher? (Principal should attach lesson plans for at least 3 testing grades)

Step 3. Understanding the findings

1. Choosing a key challenge or schoolwide goal based on data analysis
2. Brainstorming possible driving factors for strengths and challenges
3. How to share this goal with school

Step 4. Developing an action plan and school instructional focus plan for each grade level

1. Setting goals and objectives
2. Developing the plan-Who are the key stakeholders in the development of a plan
3. Guiding questions-Developing daily objectives for classroom teachers based on the instructional focus plan

Step 5. Monitoring progress and measuring success

1. Classroom Walkthroughs
2. Monitoring progress—how and why?
3. Measuring success—how to know when the goal has been reached

Step 6-Connecting to my community

1. Marketing Goals
2. Parent Involvement
3. School Appearance (attach picture of front of school and another picture of marque or bulletin board)..This is also included in Step 7
4. Regular meeting with stakeholders-Parents, community etc.

Step 7-My personal goal for growth-Reflection

1. How do you measure your success as a School Principal?
2. Where do you see yourself in the next 5 years?
3. What would you still like to learn?

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| **[School]**  **Data and Assessment**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) |
| **Problem Statement** |
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| **Evidence** |
| * See attached data. |
| **SMART Goal:** |
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| **Plan for Reaching Goal:** |
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| **Action Steps** | | |
| **Strategy**  **Number 1** |  | |
| **Person(s) Responsible** |  | |
| **Persons Involved** |  | |
| **Timeframe**  Dates for Activities **AND** Dates for Completion |  | |
| **Resources and Budget** |  | |
| **Evidence of Strategy’s Implementation**  Include data to verify both progress and completion |  | |
|  | | |
| **Strategy**  **Number 2** |  | |
| **Person(s) Responsible** |  | |
| **Persons Involved** |  | |
| **Timeframe**  Dates for Activities **AND** Dates for Completion |  | |
| **Resources and Budget** |  | |
| **Evidence of Strategy’s Implementation**  Include data to verify both progress and completion |  | |
|  |  | |
| **Strategy**  **Number 3** |  | |
| **Person(s) Responsible** |  | |
| **Persons Involved** |  | |
| **Timeframe**  Dates for Activities **AND** Dates for Completion |  | |
| **Resources and Budget** |  | |
| **Evidence of Strategy’s Implementation**  Include data to verify both progress and completion |  | |
|  | | |
| **Strategy**  **Number 4** |  | |
| **Person(s) Responsible** |  | |
| **Persons Involved** |  | |
| **Timeframe**  Dates for Activities **AND** Dates for Completion |  | |
| **Resources and Budget** |  | |
| **Evidence of Strategy’s Implementation**  Include data to verify both progress and completion |  | |
|  | | |
| **Strategy**  **Number 5** | |  |
| **Person(s) Responsible** | |  |
| **Persons Involved** | |  |
| **Timeframe**  Dates for Activities **AND** Dates for Completion | |  |
| **Resources and Budget** | |  |
| **Evidence of Strategy’s Implementation**  Include data to verify both progress and completion | |  |
|  | | |
| **Strategy**  **Number 6** | |  |
| **Person(s) Responsible** | |  |
| **Persons Involved** | |  |
| **Timeframe**  Dates for Activities **AND** Dates for Completion | |  |
| **Resources and Budget** | |  |
| **Evidence of Strategy’s Implementation**  Include data to verify both progress and completion | |  |

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| **[School Name] Assessments** | | | | | |
| **Grade** | **First Quarter** | **Second Quarter** | **Third Quarter** | **Fourth Quarter** | **Responsible** |
| K:All Students |  |  |  |  | \*Teacher |
| K:All Students |  |  |  |  |  |
| K:All Students |  |  |  |  |  |
| K:All Students |  |  |  |  |  |
| 1st:All Students |  |  |  |  | \*Teacher |
| 1st:All Students |  |  |  |  |  |
| 1st:All Students |  |  |  |  |  |
| 1st:All Students |  |  |  |  |  |
| 2nd:All Students |  |  |  |  | \*Teacher |
| 2nd:All Students |  |  |  |  |  |
| 2nd:All Students |  |  |  |  |  |
| 2nd:All Students |  |  |  |  |  |
| 3rd:All Students |  |  |  |  | \*Teacher |
| 3rd |  |  |  |  |  |
| 3rd |  |  |  |  |  |
| 3rd:All Students |  |  |  |  |  |
| 4th:All Students |  |  |  |  | \*Teacher |
| 4th |  |  |  |  |  |
| 4th |  |  |  |  |  |
| 4th:All Students |  |  |  |  |  |
|  |  |  |  |  |  |
| **Grade** | **First Quarter** | **Second Quarter** | **Third Quarter** | **Fourth Quarter** | **Responsible** |
| 5th:All Students |  |  |  |  | \*Teacher |
| 5th |  |  |  |  |  |
| 5th |  |  |  |  |  |
| 5th:All Students |  |  |  |  |  |
| 6th:All Students |  |  |  |  | \*Teacher |
| 6th |  |  |  |  |  |
| 6th |  |  |  |  |  |
| 6th:All Students |  |  |  |  |  |
| 7th:All Students |  |  |  |  | \*Teacher |
| 7th |  |  |  |  |  |
| 7th |  |  |  |  |  |
| 7th:All Students |  |  |  |  |  |
| 8th:All Students |  |  |  |  | \*Teacher |
| 8th |  |  |  |  |  |
| 8th |  |  |  |  |  |
| 8th:All Students |  |  |  |  |  |