

EXAMPLE DATA ANALYSIS TIMELINE

WHEN	WHO	WHAT
<p><i>Before School Starts.</i> (When Spring scores are in, and new demographics are known.)</p>	<p>Data analysis team or data analysis personnel.</p>	<p>Update data profile:</p> <ul style="list-style-type: none"> ▪ New demographics ▪ New student learning results (Use existing questionnaire results and school processes data.) <p>Re-roster student learning results (i.e., provide this year’s teachers, their students’ results on the tests, along with their historical data.)</p>
	<p>Full staff. (2 days.)</p>	<p>Review data:</p> <ul style="list-style-type: none"> ▪ Schoolwide results, including overtime: <ul style="list-style-type: none"> ✓ How is our student population changing? ✓ Where did we do well. ✓ Where did we not do well. ✓ Implications for the school improvement plan and professional learning for the year. ✓ Use problem-solving cycle to understand how school is getting undesirable results. ✓ Determine new strategies to get different results and to meet the needs of new students. ▪ Grade level/ subject area breakouts: <ul style="list-style-type: none"> ✓ What do we want students to know and be able to do this year, unit, quarter, month? (Review core curriculum standards, and update curriculum maps.) ✓ What concepts and skills do students need to know? How will we know that they know these concepts and skills? ✓ Create common post-assessments. ✓ What strategies will make a difference. ✓ Establish plan/ flowchart for what teachers will do when students know the concepts and have the skills, and what teachers will do when students do know the concepts and have the skills. ✓ Determine times and strategies for grade level work during the year. ▪ Discuss grade level/ subject area breakout work for cross grade level implications. ▪ Assess on Continuous Improvement Continuums. ▪ Revisit/ create the school vision. <ul style="list-style-type: none"> ✓ Values and beliefs. ✓ Purpose and mission. ✓ Curriculum, instruction, assessment, and environment. ▪ Review intentions of vision, programs, and interventions, how they are to be implemented, and the results expected. ▪ Create flowcharts for vision and processes.

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<i>As needed, but especially before the school begins</i> (Can be done during staff time, above.)	Leadership Team or volunteers.	<ul style="list-style-type: none"> ▪ List programs and processes everyone is expected to implement. ▪ Spell out the intentions of each program/process, expected outcomes, and how the program/process will be implemented. ▪ Create flowcharts for vision and processes. ▪ Create/update the school improvement plan for the year.
<i>As the school year begins.</i>	Teachers, with support of data analysis team.	<ul style="list-style-type: none"> ▪ Administer post-assessments as pre-assessments. ▪ Analyze results. ▪ Create a plan for the students who know the information, and for students who do not know the information.
	Grade-level/subject-area teams.	<ul style="list-style-type: none"> ▪ Review grade level/subject area results and teachers plans. ▪ Create a plan to support all students by grade level and subject area. ▪ Reinforce intentions of programs and interventions, how they are to be implemented, and the results expected. ▪ Review/update curriculum map.
	School leadership team.	<ul style="list-style-type: none"> ▪ Review grade level/subject area results, and teachers' plans to ensure instructional congruence. Discuss adjustments required with grade level/subject area team. ▪ Reinforce intentions of programs and interventions, how they are to be implemented, and the results expected.
<i>On-going.</i>	Teachers, with data analysis support.	<ul style="list-style-type: none"> ▪ Progress monitor. ▪ Review results. ▪ Determine how to support students who are proficient, and students who are not proficient in specific skills.
	Grade level/subject area teams.	<ul style="list-style-type: none"> ▪ Review grade level/subject area results. ▪ Determine how teachers can support each other. ▪ Establish goals for the unit, month, year. ▪ Review/update curriculum map.
	School leadership team.	<ul style="list-style-type: none"> ▪ Review grade level/subject area results and teachers plans to ensure instructional congruence. Discuss adjustments required with grade level/subject area team. ▪ Reinforce intentions of programs and interventions, how they are to be implemented, and the results expected.
	Staff.	<ul style="list-style-type: none"> ▪ Review and update school improvement plan.
<i>No less than a month into the school year.</i>	Staff meeting. (20 minutes).	<ul style="list-style-type: none"> ▪ Administer staff school improvement questionnaires.
	Strategic administration. (20 minutes.)	<ul style="list-style-type: none"> ▪ Administer student school improvement questionnaires.

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WHEN	WHO	WHAT
<i>Parent-Teacher Conference.</i>	In person. (20 minutes.)	<ul style="list-style-type: none"> ▪ Administer parent school improvement questionnaires.
	Full staff.	<ul style="list-style-type: none"> ▪ Review questionnaire results with the data profile, and current assessment results. ▪ Create a plan to adjust school climate.
<i>End of Year.</i>	Data analysis team or data analysis personnel, with staff.	<ul style="list-style-type: none"> ▪ Review results and clarify new learning required over the summer.