Data Meeting Overview Checklist

Summer:

* Set testing windows for the school year
* Set 5 data meetings (for Benchmark meetings, set one week after testing window closes)
* Create progress monitoring calendar

August/September:

* Conduct screener refresher training for teachers (or initial training for new teachers)
* Complete the Initial Data Meeting Preparation Checklist
  + Review and confirm initial intervention groups
  + Begin intervention
* One week before testing window, disseminate Fall Testing Memo Template

October:

* One week prior to data meetings, disseminate *Fall Data Meeting Memo Template*
* One week prior to data meetings, complete *Fall Data Meeting Preparation Checklist*
* Review *Steps for Leading Fall Data Meetings*
  + Run Fall Benchmark meetings, complete workbook and *Data Meeting Action Steps Template*

during meeting. Group students and assign Progress Monitoring plans.

* Complete the *Data Meeting Follow-up Checklist*
* Communicate Progress Monitoring plan
  + Make sure groups are set up appropriately, with correct PM assignment(s)
  + Communicate who is responsible for PMing each student/group
  + Remind assessors of the PM calendar

December:

* One week prior to data meetings, disseminate *Fall PM Data Meeting Memo Template*
* One week prior to data meetings, complete *Data Meeting Preparation Checklist*
* Review *Steps for Leading Fall PM Data Meetings*
  + Run Fall PM meetings and *Data Meeting Action Steps Template* during meeting. Group students and assign Progress Monitoring plans.
* Complete the *Data Meeting Follow-up Checklist*
* Communicate Progress Monitoring plan
  + Make sure groups are set up appropriately, with correct PM assignment(s)
  + Communicate who is responsible for PMing each student/group
  + Remind assessors of the PM calendar

January:

* Conduct screener refresher training for assessors
* One week before testing window, disseminate *Winter Testing Memo Template*

February:

* One week prior to data meetings, disseminate ***Winter Data Meeting Memo Template***
* One week prior to data meetings, complete ***Data Meeting Preparation Checklist***
* Review ***Steps for Leading Winter Data Meetings***
  + Run Winter meetings and the ***Data Meeting Action Steps Template*** during meeting. Group students and assign Progress Monitoring plans.
* Complete the ***Data Meeting Follow-up Checklist***
* Communicate Progress Monitoring plan
  + Make sure groups are set up appropriately, with correct PM assignment(s)
  + Communicate who is responsible for PMing each student/group
  + Remind assessors of the PM calendar

March/April:

* One week prior to data meetings, disseminate *Spring PM Data Meeting Memo Template*
* One week prior to data meetings, complete *Data Meeting Preparation Checklist*
* Review *Steps for Leading Spring PM Data Meetings*
  + Run Spring PM meetings and the *Data Meeting Action Steps Template* during meeting. Group students and assign Progress Monitoring plans.
* Complete the *Data Meeting Follow-up Checklist*
* Communicate Progress Monitoring plan
  + Make sure groups are set up appropriately, with correct PM assignment(s)
  + Communicate who is responsible for PMing each student/group
  + Remind assessors of the PM calendar

May:

* Conduct screener refresher training for assessors
* One week before testing window, disseminate *Spring Testing Memo Template*

May/June:

* One week prior to data meetings, disseminate *Spring Data Meeting Memo Template*
* One week prior to data meetings, complete *Data Meeting Preparation Checklist*
* Review *Steps for Leading Spring Data Meetings*
  + Run Spring meetings and the *Data Meeting Action Steps Template* during meeting. Group students for summer/Fall intervention.
* Complete the *Data Meeting Final Follow-up Checklist*