Data Meeting Preparation Checklist

For Fall PM, Winter, Spring PM and Spring Meetings (and Fall-if there was an Initial September meeting)

# A ctions

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|  | **What** | **Who** | **When** | **Resources** |
|  | Disseminate Testing Memo/Email |  | At least 2 weeks before testing | School/District Testing Calendar |
|  | Disseminate or confirm access to Data Entry Forms for Inventories & Phonics Indicators |  | 1 week before testing | Data Entry Forms |
|  | Check that all data is entered into appropriate systems and follow up with teachers who have more than two studentswith missing data. |  |  | Ex: DDS, mClass, STAR, etc… |
| If combining data from multiple sources into an electronic file: |
|  | Export data from online systems |  |  | Ex: DDS, mClass, STAR, etc… |
|  | Retrieve any data that is not exportable (i.e. Letter Inventory…) |  |  |  |
|  | Import data into electronic file |  |  | Ex: Data Worksheet Template |
|  | Print required reports |  | 2 days prior to meeting | Ex: DDS, mClass, STAR, etc… |
|  | Disseminate Data Meeting Memo(date, time, place, coverage, what to bring) |  | Week before data meeting |  |

**W hat you’ll need for the meeting:**

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|  | Projection Device |  | Copy of the Benchmark Cut Scores |
|  | Data Worksheet for your school or access to reports from data systems (best in color for certain reports) |  | Copy of the Schedule with coverage |
|  | Student Progress Monitoring Booklets or access to electronic information |  | Additional reports & Diagnostic assessment data as applicable (ex: phonics indicator) |
|  | **Steps for Leading Data Meetings** |  | Copies of the **Data Meeting Action Steps** form for each grade |
|  | Posted copy of Continuum of Reading Skills |  |  |

*It is recommended to edit this document to reflect the specific needs of your district.*

