Supporting School Planning Notecatcher

Element	Process	Current Status	Next Steps	Tools
Gather and Organize School-Level Data	• Consider the required reports and suggested local data sources. • Access available state reports. • Inventory available local performance data. • Develop data analysis plan (using drilling down questions) • Inventory available local perception and program data. • Create a data sources calendar.			

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Identifying Significant Trends and Prioritizing Needs	• Use required state reports and appropriate local data reports • Focusing on performance indicators (and sub-indicators) identify related questions about performance. • Consider relevant data reports/views for each. • Interact with the data (measures) creating visual points of reference. • Look for things that pop out, patterns over time • Capture a list of fact statements (**significant trends**). • Identify indicators/subindicator areas where the school did not at least meet state/federal expectations. • Prioritize observations in these areas. • Write priority observations as **priority needs**. • Capture trends and priority needs in the Data Analysis Worksheet.			

Element	Process	Current Status	Next Steps	Tools
Identifying Root Cause	• Build common understanding of what are root causes • Identify questions about the priority needs. • Generate explanations (brainstorm). • Categorize/ classify explanations. • Narrow (eliminate explanations over which you have no control). • Prioritize. • Get to root cause(s). • Validate with other data. • Capture root causes of priority needs in the Data Analysis Worksheet.			

Element	Process	Current Status	Next Steps	Tools
Writing the Data Narrative	- Identify critical elements of the data narrative (process planning team engaged in, data used, description of trends, priority needs, root causes, and verification of root causes) - A small group (or individual) generates a draft of data narrative based on data analysis and root causes analysis notes. - Reach consensus among all planning participants that the narrative: - tells the "data story" for the school. - meets state criteria - Revise data narrative as needed.			