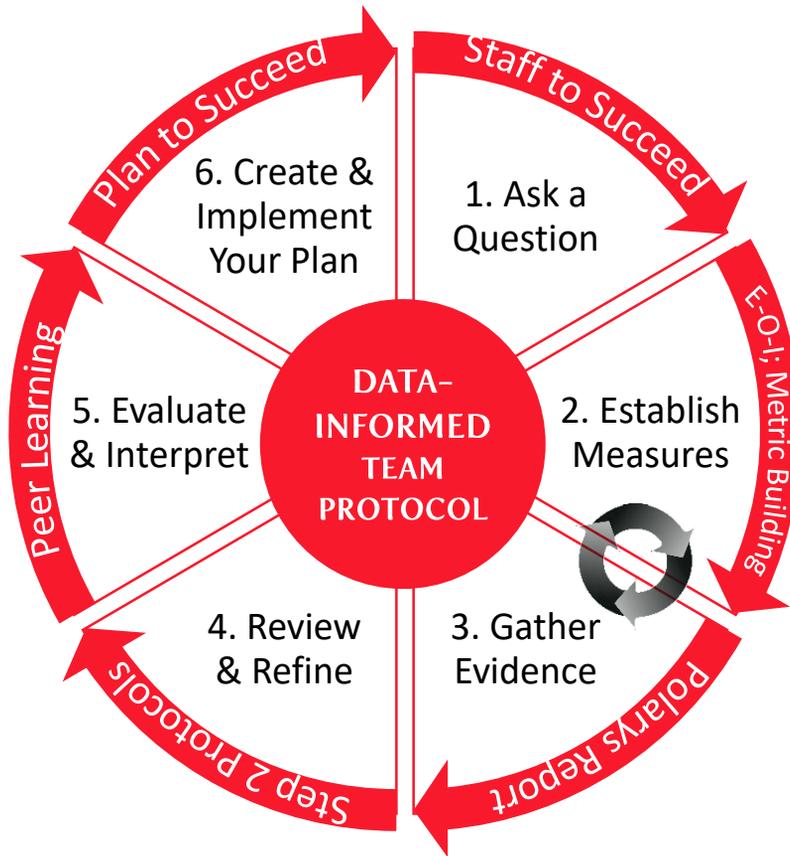


DATA-INFORMED TEAM PROTOCOL



I. Ask a Question

Before looking at any data, ask a question. This focuses the team on something specific so you don't get lost in data-paralysis.

A good, generalized, focusing question is: "What do we want to know about X?"

2. Establish Measures

Determine how to measure the phenomenon and what the standards are.

E.g., "underperforming" in mathematics is an SBAC level below 3.

Teams should establish universal definitions and focus on easily accessed data.

3. Gather Evidence

Now that you know what you want to know and how you're going to know it, go get the data!

If you realize you don't have the data you need, set up a system for gathering it and a timeline for doing so.

4. Review & Refine

Step 3 often opens up a host of new questions. This may require going back to Step 1. For example, if a team learns that a student is underperforming in mathematics, they may want to know if there are specific areas of strength and weakness.

5. Evaluate & Interpret

Once you know you've asked the right question and gathered the best available data, start making your evaluations.

6. Create a Plan

Action plans may center on an individual student, a group of students, a classroom, a school, or the whole district. Plans must be agreed-upon by the team and be universally enacted. Make sure accountability and scheduled follow-up are part of the plan.



Prepare for Success: Tools for your Journey

The following resources will be essential to ensuring your success. Data sources have been included to highlight where in the process you will need to dig into the data.

1: Ask a Question	<ul style="list-style-type: none"> • Staff to Succeed Protocol
2: Establish Measures	<ul style="list-style-type: none"> • Ends-Outcomes-Indicators Protocol • Qualified Metrics Protocol
3: Gather Evidence	<ul style="list-style-type: none"> • Polarys Report • State, Federal, Vendor Data • SIS Data
4: Review & Refine	<ul style="list-style-type: none"> • Completed Step 2 Protocols
5: Evaluate & Interpret	<ul style="list-style-type: none"> • Peer Learning Templates • External Research
6: Create a Plan	<ul style="list-style-type: none"> • Plan to Succeed Template



Data Team Checklist

Preparing to Work

When the meeting begins, we will have:

- Purposeful, attainable, clear agenda
- All the necessary voices in the room
- Relevant and available student work
- List of available data sets
- Previews of relevant data (NOT data sets!)

Working Together

During the meeting, we will:

- Document our work!**
- Assign a Data Liaison, Note-Taker, and Focus-Keeper
- Agree on our core question
- Focus ONLY on our area of inquiry
- Ensure the data chosen is efficient and readily accessible
- Set the agenda for the next meeting
- Set a strategy for communicating measures of success

After the Meeting

Once the meeting is over, we will:

- Confirm agreements and understandings in writing
- Execute our communications strategy to stakeholders

