

THE MAKING DATA WORK PROCESS

Design: What is your goal?

- What is the gap, issue or student need you are addressing?
- How does addressing this issue impact academic achievement, attendance, behavior, and school safety?
- Is your goal based on existing data?
- Is there a “burning question” you should answer before identifying the goal?
- Is your goal specific, measurable, attainable, results-oriented, and time-bound (SMART)?
- Does your goal align with school’s mission statement or improvement plan?

Ask: How will you achieve the goal?

- What data do you need to examine your SMART goal plan?
- Is the information or data available?
- What process, perception, and outcome data will you collect and analyze?
- What procedures will you follow? What permissions, formal and informal, do you need?
- What are your action steps?
- Do you need to create data-collection instruments?
- What is your timeline for planning, collecting, analyzing and sharing the data?

Track: How will you analyze the data?

- How can you aggregate, collate or disaggregate the data to determine whether you have achieved your goal?
- Are you reporting process, perception, and outcome data?
- How can you use technology to support the process?
- What do you learn from analyzing the data?
- How can you present the data so others can understand it?

Announce: How will you share your results?

- What do the results mean?
- How will you use the results?
- What are the implications of your results?
- What are the recommendations?
- With whom will you share the results?

