



Calendar Data Inquiry

"Do the best you can until you know better. Then when you know better do better." -Maya Angelou

Purpose:

Discussing data must be part of educators' normal routine, not something that happens only after events bring school-wide problems to their attention. Teachers need regularly scheduled time to discuss curriculum, data, instruction, and interventions with each other in an environment of collaboration and trust. The purpose for this calendaring activity is to plan a year-long calendar of data use to guide access to and use of data by teams at district, school and teacher levels.

Description:

This resource provides planning templates for teams to develop and calendar an annual plan for data access and use throughout the school year. By setting a calendar for data use, leaders can insure that teams at every level are provided the time and access to data needed for ongoing decision-making. **Guiding Questions:**

- *When do you pre-plan your data availability and use for the upcoming school year?*
- *How does the use of data inform the process of needs assessment and school improvement planning throughout the year?*
- *How do you coordinate data use among staff across district, school and teacher teams?*
- *Are we getting the right information at the right times to inform our decisions?*
- *How does our calendar of teamwork reflect the value we place on data to inform our actions?*

Suggested Uses:

- To plan a year-long calendar for using summative, interim and formative data.
- To plan teamwork to coincide with data access and use throughout the school year.

Suggested Time:

- Plan for 60 to 90 minutes with time for follow-up.

How to Use this Resource:

- Use the four charts on the following pages to plan and calendar data work for district, school and teacher teams for your school.
- Begin with summer data inquiry. List the intended outcomes, meeting dates and participants for team work as engaged in data work during the critical summer months.
- Move to the fall calendar of team and data work. Read through the important fall activities, and list the intended outcomes, meeting dates and participants for team work as engaged in data work.
- Continue with the winter part of the school year and complete the table for mid-year data and team work.
- For spring, describe the intended outcomes, meeting dates and participants for team work as engaged in spring end-of-year data work.
- After all four action plans are completed, collaboratively determine the calendar of inquiry using the Calendar of Team Data Inquiry, listing the focus and data sources throughout the year.

References

Adapted from: *Leaders Make It Happen!* McNulty, B. and Besser, L. 2011

Key Words

teams, data access, local data, state data, calendar, timeline, calendaring, data inquiry, student data, practices data

Summer Data Inquiry

Summer data inquiry is critical, as summer is the time for systems work and setting the tone for the year. Those system elements are:

- Review data systems, management and protocols. Evaluate how data accuracy, access, privacy and security are managed and supported through policies and procedures.
- Determine current data sources and their uses (Data Source Audit).
- Engage in an annual data retreat to analyze attainment and growth data for all students and student groups to determine critical needs, as well as to analyze practices data collected throughout the year.
- Prepare and conduct annual school improvement plans--planning improvement actions based on student needs identified through the data.
- Plan for upcoming data work. Set a calendar for accessing and using specific data intended for monitoring progress, reporting and analysis.
- Plan professional development to build data literacy, data culture and data privacy. During the summer, both district and school teams engage in reflecting upon and planning for improvement in data systems and instruction for all students.

Multi-day data retreats at school and district levels provide focused time for teams to follow the 4-step student data inquiry process as participants analyze both student attainment and growth data. It is important for teams to fully understand how all students are progressing and the degree to which achievement gaps are closing. Improvement plan goals, actions and data monitoring are developed during this period and set the tone for ongoing improvement work and data use throughout the year.

Action Plan for Calendaring Summer Data Inquiry

Activity	Intended Outcomes	Meeting Dates	Team/Participants (District, School, Teacher Team)
Review data systems, management, policies, procedures and protocols			
Audit data sources			
Conduct annual data retreat			
Engage in school improvement planning			
Plan for upcoming data work			
Other			



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Fall Data Inquiry

As school begins, the focus for fall data inquiry includes launching the improvement plan, student data accuracy, gathering baseline data and beginning PLC team inquiry. Teams should complete the following activities:

- Review and communicate adjustments and decisions about data systems, access, security and management and the importance of verifying student data accuracy.
- Launch the year to engage teachers in collaborative data work, while developing inquiry mindsets. • Inform all staff of past year performance, prioritized student needs from summer data analysis and district/school wide improvement plans.
- Collect and analyze baseline data to inform Student/School Learning Objectives (SLO) and team focus. • Analyze and communicate state and federal accountability data.
- Plan and deliver professional development to build data literacy, data culture and data privacy.

Bridging from the summer to the fall is all about involving all staff in the data work completed in the summer and moving forward. Baseline data can provide insight as to the specific skills and content standards that need attention. Teacher teams meet regularly as formative assessment data becomes available.

Action Plan for Calendaring Fall Data Inquiry

Activity	Intended Outcomes	Meeting Dates	Team/Participants (District, School, Teacher Team)
Review and adjust data access due to staffing changes			
Review data systems and security protocols w/ staff			
Review protocols to verify student data accuracy			
Communicate results and improvement plan(s) from data analysis w/ staff			
Communicate schedules and structures for teacher and school team meetings			
Schedule baseline assessment and data collection			
Incorporate data results in SLO development			
Analyze and communicate accountability data			
Schedule professional development to support data use			
Plan for upcoming data work			
Other			



Winter Data Inquiry

Winter data inquiry involves mid-year data collection and analysis. Results are used to make adjustments to improvement plans and instruction. Mid-year is also critical to continually monitor student and practice data to inform decisions by answering questions such as, “Are our students meeting our growth expectations?” “Are achievement gaps closing?” “Are we developing the intended skills necessary to implement our planned improvements?” Teacher teams continue to meet regularly, focusing on formative assessment data so that instructional changes can be made based on evidence of student learning. School teams play a pivotal role in evaluating where the school is in terms of its annual school improvement goals. Teams engage in activities to prepare all staff and students for required assessments. Teams should complete the following activities to determine progress toward improvement goal(s):

- Analyze mid-year data to determine progress towards school/student learning objectives (SLOs). •
- Continuously monitor and adjust actions based on student and practices data.
- Teams collaboratively adjust instructional strategies based on formative data analysis. •
- Establish a positive culture and mindset for state assessment among students and staff.

Action Plan for Calendaring Winter Data Inquiry

Activity	Intended Outcomes	Meeting Dates	Team/Participants (District, School, Teacher Team)
Analyze mid-year data to determine progress			
Monitor and make adjustments to programs, interventions and instructional strategies based on findings			
Collect and analyze classroom data to inform necessary adjustments in instruction to meet the needs of all students			
Prepare staff and students to develop a positive climate for upcoming state, national and local assessments			
Collect perceptions and practices data to inform improvement in practices, culture and mindset			
Plan for upcoming data work			
Other			



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Spring Data Inquiry

The focus of spring data inquiry is two-fold: reflection and celebration, with an eye on the future. It begins a critical time for end-of-year reflection to determine progress and outcomes. Teachers and principals review and finalize results for Student and School Learning Objectives. Progress and outcomes data should contribute to discussions that inform staffing, scheduling, and professional development plans, as well as program budgets and grant applications for the coming year. Spring is a time for determining comprehensive data collection in preparation for summer data inquiry. Spring data inquiry activities include:

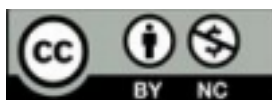
- Review and plan team structures for the upcoming year.
- Determine professional development needs for the upcoming school year, based on critical needs determined by student and staff data.
- Collect and organize end-of-year student and practices data.
- Continue to monitor and adjust actions based on improvement plan data.
- Collaboratively adjust instructional strategies based on formative data.
- Plan for critical summer inquiry work.

Action Plan for Calendaring Spring Data Inquiry

Activity	Intended Outcomes	Meeting Dates	Team/Participants (District, School, Teacher Team)
Analyze data to determine professional learning needs			
Collect and prepare end-of-year student and practices data for analysis and inquiry			
Continue monitoring and adjusting implementation of identified practices			
Adjust instructional strategies based on formative student data			
Plan for upcoming summer data work			
Review team structures, schedules and protocols			
Other			

[Brief Feedback](#)

Thank you for helping to improve these resources.



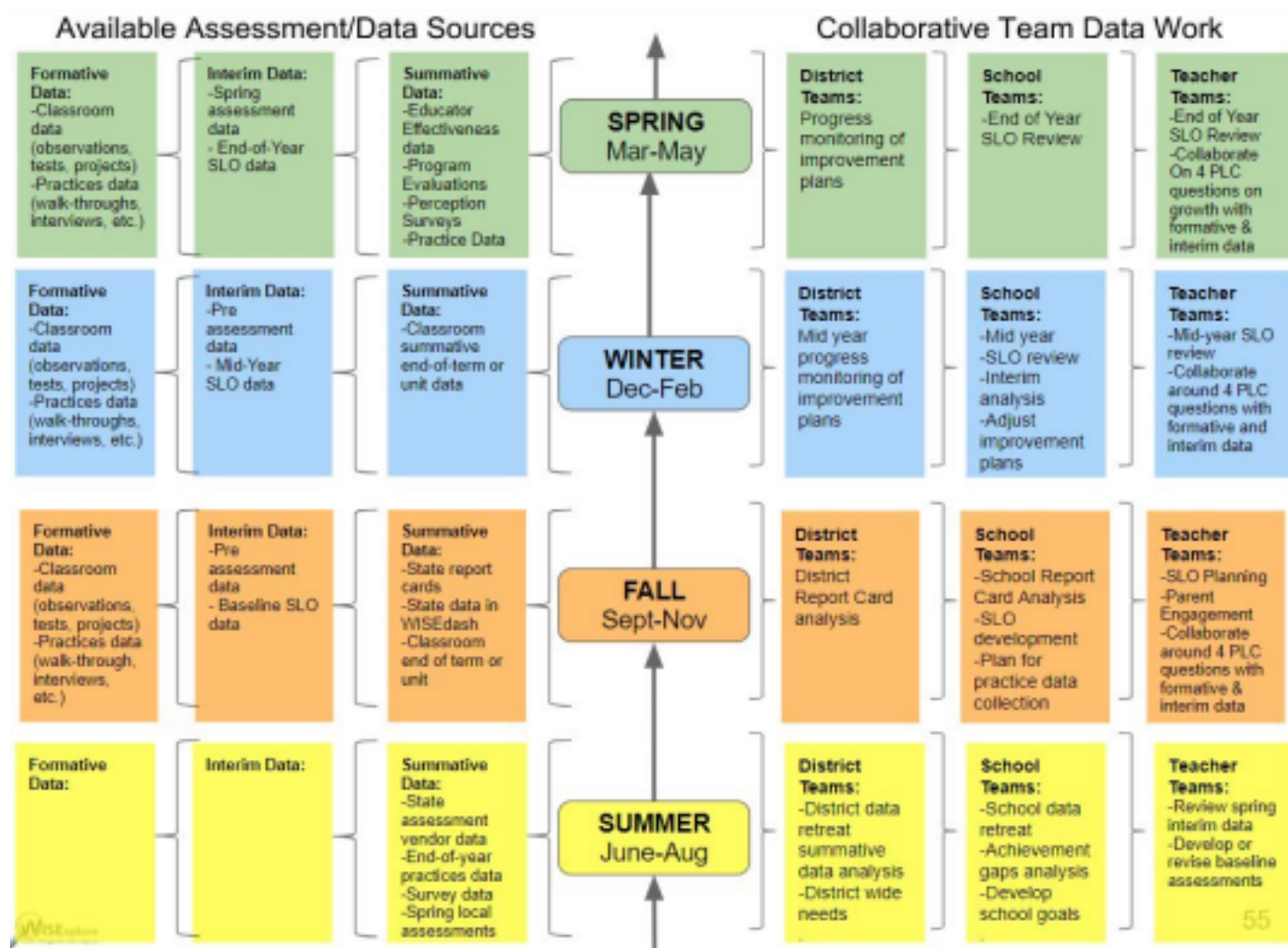
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Inquiry Throughout the Year

Inquiry throughout the year is largely dependent on the availability of quality data. State, local and classroom assessments play a significant strategic role in school improvement. The Department of Public Instruction's resources focused on Strategic Assessment Systems (<https://dpi.wi.gov/strategic-assessment>) provide valuable tools to assist teams in understanding the three types of assessment and their purposes. The graphic that follows provides a visual representation of how a district might plan, calendar and display data work throughout the year. The last two charts specifically identify data sources and team data work. These examples should be developed and tailored to meet the individual needs of a district as leaders document and communicate data inquiry. These diagrams illustrate the complexity that might be involved in developing such a resource. This section also provides a template for developing a localized calendar for data inquiry.

Quarterly Collaborative Data Work by Teams



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Calendar of Team Data Inquiry

Use the template below to calendar when teams meet and engage in data work in your district. List the formative, interim and summative data sources used by the respective district, school and teacher teams. List the focus of the data work; what is the purpose of reviewing the data and how will it be used to monitor progress of improvement plan implementation.

Template

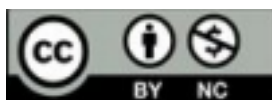
Calendar of Team Data Inquiry

List the Available Assessment/Data Sources			Season of Inquiry	List the Focus for Collaborative Data Work for Each Team		
Formative Data	Interim Data	Summative Data	Summer	District Teams	School Teams	Teacher Teams
			July			
			August			
			Sept			
Formative Data	Interim Data	Summative Data	Fall	District Teams	School Teams	Teacher Teams

			Oct			
			Nov			
			Dec			
Formative Data	Interim Data	Summative Data	Winter	District Teams	School Teams	Teacher Teams
			January			
			February			
			March			
Formative Data	Interim Data	Summative Data	Spring	District Teams	School Teams	Teacher Teams
			April			
			May			
			June			

[Brief Feedback](#)

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A general summary calendar may be helpful to communicate what data is collected and available throughout the year. Another calendar of the team meetings may also be helpful for communication of data use. Here are a couple of examples:

Sample Team Meeting Calendar

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
District Team	x			x			x			x		
School Team		x	x	x	x	x	x	x	x	x	x	x
Teacher Team			x	x	x	x	x	x	x	x	x	

Sample Data Use Calendar

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
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State Summative								x	x	x		
District Summative							x				x	x
District Interim			x				x				x	
Common Formative Data for Teacher Teams			x		x		x		x			x
Classroom Formative Data for Teacher Teams			x	x	x	x	x	x	x	x	x	x

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