

Reflection Guide: Progress Data That Matters

Section 1: Editable Reflection Worksheet

Use the prompts below to reflect on your current data tracking practices. This worksheet can be completed independently or as a team.

1. What data are you currently tracking for students?
2. Who is the primary audience for this data (e.g., admin, parents, students, teachers)?
3. How often do you review this data to guide your instruction?
4. What changes have you made based on what you've learned from the data?
5. What data could you stop collecting because it doesn't help student growth?
6. What would a simpler or more meaningful system look like?

Section 2: Staff Discussion Protocol

Use this protocol during professional development or team meetings to guide discussion around data use.

- Step 1: Share an example of data you've been required to collect in the last quarter.
- Step 2: As a team, ask: Did this data inform a change in instruction or support?
- Step 3: Brainstorm 1–2 changes your team can make to simplify and improve data tracking.
- Step 4: Choose one system to revise and pilot for the next month.
- Step 5: Set a follow-up date to revisit what's working and what still needs refining.

Section 3: Example Tracking Shift – Reading Intervention

Original Data: Words Correct Per Minute (WCPM) on isolated word lists.

Problem: Data didn't reflect student's comprehension or contextual fluency.

New Tracking Method: Weekly timed readings of grade-level text with comprehension questions.

Result: Data aligned more closely with classroom performance and helped target instruction.