Equity Audit Report Criteria

We reviewed six several equity audit reports generated by various districts in Massachusetts to help us think about the question, *What criteria would an equity audit report typically need to meet to be considered acceptable?* The criteria listed below should be considered the minimum requirements for acceptable reporting — the floor, not the ceiling.

Conceptual Framework & Organization

- Is there a clear framework for examining "equity" (e.g., clear research questions, a theory of change to be examined, or asserted equity indicators to be examined)?

- Does the report specify clear focus areas, and offer a justification for why those areas were chosen and not others?

Process

- Does the report describe the process for participant outreach and recruitment?

- Is it clear how voices of those who may often be excluded were specifically reached out to (e.g. families of students who dropped out, language/interpretation for multilingual families)?

- Is there any reflection on which logistical, outreach, and data collection efforts were more and less successful, and why?

- How does the report describe how people, especially those at the margins, were cared for and humanized throughout this process?

Methodology

- Does the report specify and justify one or more methodologic approaches, such as mixed methods, root cause analysis, and/or document review?

- For each method conducted, is appropriate detail provided? (e.g., who participated and how many, for how long, how many documents reviewed, who conducted methods)

- Is it clear how the identities and data of participants was respected throughout the process?

Data Collection

- Are all data sources clearly listed or identified?

- Are a range of methods used?

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Analysis

- Does the analysis explain not only "what" but also the "so what"?

- Does it make connections between different data sources when appropriate (rather than treating them as separate)?

Recommendations

- Are the connections between initial questions or framework, findings and recommendations clear and obvious to the reader?

- Is the quantity of recommendations manageable and not overwhelming?

- Do recommendations strike the right "grain size" — not too prescriptive or too vague?

Formatting

- Is there an executive summary that highlights key findings?

- Are there visual cues and guidelines to help navigate the report?

- Is there a glossary to help make key terms accessible to a range of audiences?