DATA INVENTORY TOOL

Part 1. Inventory of Data Collection (Student-level)

DATA ELEMENTS (Filled in below as an example for this session)	DATA COLLECTION PROCESS (Who collects the data, how are data sourced and collected)	TIMELINE (How often collected, when, dates)	CURRENT USE of the data (Internally, externally)	OTHER WAYS to use the data (Internally, externally)	PRIORITY (High, Medium, Low)
Demographic enrollment					
Attendance rate					
Graduation rate					
HS courses, grades, credits					
College courses, grades, credits					
College coursework enrollment eligibility					
Career exploration, experiences					
Midterm progress report					
State exams					
Academic plan/map of high school and college courses					
Portfolio projects					
Classroom observations					
College support resources usage					
Student perception, experience					
Postsecondary enrollment after HS					
College application elements					
Teacher perception, experience					
Other?					

DATA INVENTORY TOOL

Part 2. Organization of Data Collection
(based on review and analysis of Part 1 Table)

TYPE OF DATA	DATA ELEMENTS (Filled in below as an example for this data session. BUT when using this tool, keep the rows below blank and insert items from Part 1 table by priority level)	PRIORITY (High, Medium, Low)	TIMELINE (how often collected, when, dates)	WAYS TO STREAMLINE DATA COLLECTION (WHO needs to be involved, from what ORGS? Efficient ways to organize, collect, store, analyze the data?)	SHARING OUR DATA STORY (What to communicate internally vs externally? Who are our stakeholders – what do they want to know?)
Outcomes Data	a) Demographic enrollment				
	b) Attendance rate				
	c) Graduation rate				
	d) HS courses, grades, credits				
	e) College courses, grades, credits				
	f) State exams				
	g) Portfolio project				
	h) Postsecondary enrollment after HS				
	i) Student perception, experience				
	j) Teacher perception, experience				
	k) Other?				
School/ Program Data	a) College coursework enrollment eligibility				
	b) Career exploration, experiences				
	c) Midterm progress report				
	d) Academic plan/map of high school and college courses				
	e) Classroom observations				
	f) College support resources usage				
	g) College application elements				
	h) Student perception, experience				
	i) Teacher perception, experience				
	j) Other?				
Other?					