

1. Determine the percentage of students proficient on the assessment for each standard or target by teacher and then for all students within the team. Write the information in the following chart.

	Target 1	Target 2	Target 3	Target 4
Teacher A	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Teacher B	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Teacher C	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Team	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

2. For each standard or target, determine the number of students who are proficient, close to proficient, and far from proficient by teacher and as a team (write the number or the names of the students).

Target 1

	Proficiency	Close to Proficient	Far from Proficient	Total
Teacher A				0
Teacher B				0
Teacher C				0
Team	0	0	0	0

Target 2

	Proficiency	Close to Proficient	Far from Proficient	Total
Teacher A				0
Teacher B				0
Teacher C				0
Team	0	0	0	0

Target 3

	Proficiency	Close to Proficient	Far from Proficient	Total
Teacher A				0
Teacher B				0
Teacher C				0
Team	0	0	0	0

Target 4

	Proficiency	Close to Proficient	Far from Proficient	Total
Teacher A				0
Teacher B				0
Teacher C				0
Team	0	0	0	0

	Proficiency	Close to Proficient	Far from Proficient	Total		
Teacher A				0		
Teacher B				0		
Teacher C				0		
Team	0	0	0	0		

3. What skills did the proficient students demonstrate in their work that set their work apart? Which instructional strategies did teachers use that effectively produced those results?

4. In which area or areas did my students struggle? In which areas did our team's students struggle? What is the cause? How will we respond? Which strategies will we try next?

5. Which students need additional time and support to learn the standards or targets? What is our plan?

6. Which students need extension and enrichment? What is our plan?

7. Do these data show we are on track to meet our SMART goal? Why or why not?