

Recording/Charting Monitoring Data

The following resource offers sample templates for recording monitoring data, both for student performance and adult implementation indicators. These forms can easily be adapted for use in the following ways:

- a) Collaborative teams can complete the forms on a specific schedule, e.g., monthly, and submit them to the BLT. The BLT can create charts/graphs that show differences/similarities between classrooms/departments. The BLT can aggregate data to show total numbers/percents for the building.
- b) BLTs can complete the forms on a quarterly basis and submit them to the DLT. The DLT can then create graphs that show differences/similarities between buildings, grade levels, etc. The DLT can aggregate data to show total numbers/percents for the entire district.

STUDENT PERFORMANCE TEMPLATE

District Name _____ Building Name _____ Student Performance Content Area: _____ Strategy Focus: _____

Grade Level	# of Teachers	# of Students Who Took Assessment				# of Students Below Standard				# of Students Approaching Standard				# of Students Meeting Standard				# of Students Exceeding Standard				
		Base-line	Date	Date	Date	Base-line	Date	Date	Date	Base-line	Date	Date	Date	Base-line	Date	Date	Date	Base-line	Date	Date	Date	

Summary Narrative of Findings: Bullet any explanation of irregularities or variation in the data.

Corrections made by BLT to SIP: List in bullet format changes made to the SIP with explanation.

ADULT IMPLEMENTATION TEMPLATE

ADULT IMPLEMENTATION INDICATOR: (DUPLICATE FROM PLAN)

DATA AND INFORMATION FOR INDICATOR: INCLUDE ACTIONS/TASKS TAKEN AND RESULTS, AS WELL AS MONITORING PROCESSES AND RESULTS. RESULTS MAY BE PROVIDED IN TABLE FORMAT (E.G., TEACHER OR STUDENT “LOOK FORs” BY GRADE LEVEL AND THE DEGREE TO WHICH THE “LOOK FORs” WERE OBSERVED.

SUMMARY NARRATIVE OF FINDINGS (BULLETS OF KEY FINDINGS)

CORRECTIONS MADE BY DLT TO PLAN: