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| **Data Analyst’s Worksheet** |
| **School/Team:** |  |
| Prepared for Problem Solving Team meeting to be held on: |  |

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| **Section 1: Status Report on Our School’s “Big Picture” View & Relationship to National Data or Desired Targets** |
| **Instructions**: Use your academic or behavior data to create a snapshot view of your school’s performance overall (e.g., by grade level, intervention status, race/ethnicity, gender). Use the space below to describe what these data depict such as “*3rd graders performance on reading fluency assessments are below expectation and have been so since the first benchmark cycle”*. If current data are not available for this “Big Picture” view then you can include whatever data are available that assist in the process of answering the question of “Is there a problem?”  |
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| **Section 2: Status Report on Previously-Defined Problems** (problems for which a solution has been selected) |

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| **Previously-Defined Problem** (Copy and paste below, as necessary, to accommodate additional current problems.) |
| **Precise Problem Statement:** |
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| **Goal and timeline:** |
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| **Current Outcome Data**: Note, if you are using Office Discipline Referral data from SWIS make sure to calculate the rate per day for the previously-defined problem behavior (i.e., rate per day = # of instances in recent month/# of school days in that month). |
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| **Direction of change in behavior or skill since last report:** |  | **Relationship of current data to goal:** |
|   | Better |  | Same |  | Worse |  |  | Goal Met |  | Goal Not Met |
| **Additional Notes:** |

***Copy and paste this table as needed for additional previously-defined problems.***

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| **Section 3: Report on Potential NEW Problems**  |

| **Time Period for Report:** |  |
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| **Big Picture Data** (*Is there a problem?*) | **What?** | **Who?** | **Where?** | **When?** | **Why?** | **Current Levels** (rate, frequency, WRC/min, etc.) |
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| **Additional Notes:** |

***Copy and paste this table as needed for additional potential new problems.***