

## Reflection Recording Sheet--SWDT

(During this coaching meeting you will be asked to reflect on a number of school-wide data team practices. This document will serve as a summary of your reflections for future use.)

**Reflection # 1: In thinking about the composition of the school-wide data team in your school(s), does it have all of the people on the team that will be needed to make it as effective as possible? How could your school improve the membership at this point?**

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**Reflection # 2: Has the team determined norms by which it will operate? Are the norms enforced? What could the team do to increase the efficiency with which it operates?**

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**Reflection # 3: Did the team do a comprehensive analysis of the school's performance? Did the team end up focusing on the most important instructional issues? Were the goals set at appropriate levels? How could it improve its analysis?**

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**Reflection # 4: Does the school-wide data team do the following? School-wide data team purposes:**

**Carry out actions designed by the District Data Team**\_\_\_\_\_

**Design, implement, and monitor a school improvement plan that is aligned with the district's Student Outcome Indicators**\_\_\_\_\_

**Coordinate the work of the grade-level, common-course Data Teams**\_\_\_\_\_

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**Reflection # 5: Is the school improvement plan specific enough to monitor carefully? Was the plan modified as it was implemented? How could the plan be improved?**

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**Reflection # 6: Is the team collecting enough data about adult behavior to adequately monitor the effect of the plan? Is the team measuring the impact on the students? How could the team improve both data streams?**

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**Final Reflection: What can be done beginning tomorrow to improve the collaborative process of the school data team?**

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