

Quarterly Reporting of Data – Protocol for School- and Division-level Teams

Step 1: At the end of each marking period, schools receiving 1003(a) or FY 2009 1003(g) funds (Tier III) complete a quarterly report or generate a data report using one of the three options included below:

- Datacation Reporting Tool
- Office of School Improvement (OSI) Data Analysis Quarterly Report
- Other data reporting tool as determined by the local educational agency (LEA)

Step 2: After reviewing the data, school improvement teams respond to the following Data Analysis Quarterly Form questions via the Indistar® Dashboard:

1. *Based upon analysis of data in your benchmark results and grading distribution, do you need to assign additional tasks for your current indicators?*
2. *Based upon analysis of data in your benchmark results, grade distribution, formative and summative assessments, which indicators will be added to your Indistar® online plan to address or modify your current plan?*
3. *Correspondingly, what Indistar® tasks will the school, through the principal, the governance committee, or the school improvement team, initiate in each of the Indistar® indicators identified above?*
4. *What is the progress of your students needing intervention? Supplemental Educational Services (SES) students?*
5. *What specific interventions are being put in place as the result of your data analysis?*
6. *What plan is in place to monitor this process?*

Note: The school improvement team will need to submit the Data Analysis Quarterly Report form via the Indistar® Dashboard by pressing the “submit” button.

Step 3: The division leadership team meets with the building principal to discuss the quarterly data and responses to the Data Analysis Quarterly Report questions.

- Per the school improvement grant requirements, the following agenda items **must** be included as a part of the discussion:
 - Review of strategies and data analysis for students who are **at-risk of failing a reading or mathematics SOL**;
 - Review of strategies and data analysis for students who have been identified for **PALS intervention (K-3)**, if applicable;
 - Review of strategies and data analysis for students who **failed the SOL reading or mathematics assessment in 2010-2011**;
 - Review of strategies and data analysis for students who are **below grade-level in reading or mathematics based on a disability**;
 - Review of division’s Indistar® improvement plan; and
 - Updates needed to the division’s Indistar® improvement plan
- Minutes from this meeting, including the aforementioned agenda items, are required to be entered onto the Indistar® Web site. The meeting minutes should include **decisions** made as a result of discussions regarding the quarterly data.

- The school AND division improvement plans should be revised, as needed, based on discussions about the identified needs.

45 Day Pre-SOL Plans

The purpose of this plan is to indicate the strategies that will be in place during the 45 instructional days prior to testing to:

1. Ensure that the SOL Blueprints are used to direct the planning of instruction for SOL objectives not covered or not covered well during the year.
2. Ensure that the SOL Blueprints are used to direct remediation efforts for students who have not mastered SOL objectives.
3. Emphasize that this should be the priority of everyone in the building to ensure that "all hands are on deck" to support increased student achievement.

The 45 Day Pre-SOL Plan is ***optional*** for all schools receiving 1003(a) grant funds unless the division liaison makes it a requirement.