# Data Meeting Preparation

**Actions**

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| **√** | **What** | **Who** | **When** | **Resources** |
|  | Complete **List of People, Programs and Tests** document (up-to-date available staff for small groups) | Facilitator/Coach & Principal | Before the start of school | **List of People, Programs and Tests** Document |
|  | Promote Students in DDS and add Kindergarten |  |  |  |
|  | Enable all Students for progress monitoring (see directions below) |  |  |  |
|  | Disseminate Testing Memo |  |  | Testing Memo Template |
|  | Disseminate Data Entry Form for Inventories |  | 1 week before testing |  |
|  | Check that all data is entered into appropriate systems and follow up with teachers who have more than two students with missing data. |  |  | Ex: DDS |
|  | Print required reports |  |  |  |
|  | District Data Manager pull all fall data sets into District Data System (ex: X2) |  |  |  |
|  | Get data export from data manager |  |  |  |
|  | Retrieve any data that is not housed in X2 (i.e. Letter Inventory) |  |  |  |
|  | Prep workbook for data meetings |  |  | Data Grouping Workbook |
|  | Import data into workbooks |  |  | Data Grouping Workbook |
|  | Workbooks complete and accessible in Dropbox |  |  |  |
|  | Disseminate Data Meeting Memo (date, time, place, coverage, what to bring) |  | Week before data meeting | Data Meeting Memo Template |

**What you’ll need for the meeting:**

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|  | LCD Projector |  | Copy of the Benchmark Cut Scores |
|  | Data Grouping Workbook for your school |  | Copy of the Schedule with coverage |
|  | Student Booklets (Gr. K &1; 2-5 for students of concern only) |  | Reports from DDS as needed (best in color for certain reports) |
|  | Steps for Leading Data Meetings document |  | Additional reports & Diagnostic assessment data as applicable (ex: decoding survey) |
|  | Copies of the Student Profiles document |  | Copies of the Data Meeting Action Steps form for each grade. |