A 31 Minute Data Review Protocol

Collecting data for the sake of collecting data is a useless, time consuming task. Be proactive. Follow the suggested protocol when reviewing the data from your school-wide database.

**Before** Prior to the planned data review, organize staff into appropriate teams.

Prior to the planned data review, organize and display data in a summary manner.



SAMPLES:



**3 – Minutes** Without talking, staff examine the data display. Staff writes down **FACTS** about what is seen. Use of post-it notes works well.

**5 – Minutes** In turn, each staff member shares one **factual observation** about the data. Continue

until all facts are shared.

**3 – Minutes** Team members should review and categorize observations to find patterns and look for

needed focus areas.

**5 – Minutes** Team members write down the root cause for each success or issue and post it. Insist

that adults ‘look in the mirror not out the window’ for root cause.

**15 –Minutes** Select one issue and its root cause as a focus area. Team members should use the

collaborative planning form to write SMART goals, brainstorm instructional strategies, etc. The planning form becomes the team action steps to address areas of needed improvement. Note that the form is saved and reviewed at the next data meeting.

**Afterwards** The leadership team should copy/publish the collaborative planning form for all staff

and for administration.