Grade Level Team Meeting – Data Review  
Handout 19

Suggested Protocol

- Establish group norms.
- Provide data set.
- Avoid explaining the data.
- Emphasize shared responsibility for data.

<table>
<thead>
<tr>
<th>Data Under Discussion:</th>
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<tbody>
<tr>
<td><strong>Min.</strong></td>
<td><strong>Systematic Process</strong></td>
</tr>
<tr>
<td>5</td>
<td>Examine the Data</td>
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</tbody>
</table>
| 10 | Describe the Data | **What do you see?**  
- Gather information from data.  
- Describe only what you see (data-based evidence)  
- Avoid judgments.  
- Observations may be listed on chart paper.  
  I observe.....  
  Patterns and trends I notice  
  I am surprised..... |
| 10 | Interpret Data | **What does the data suggest?** (big picture)  
- Think broadly and creatively.  
- Ask questions to better understand each other’s perspectives. Be open.  
- Make sense of the data.  
  I believe data suggests.....  
  Additional data I need to confirm or verify...  
- What is the assessment measuring?  
- Did we measure what we intended to measure?  
- What is confusing and why?  
- Are there questions you cannot answer from the data?  
- Can we understand this data better? Who can help us? |
| 10 | Implications of Data | **What are implications of this conversation for teaching and assessment in the classroom?**  
- What are next steps?  
- What strategies would be most effective?  
- How do we move forward as a grade level?  
- What does the grade level performance say about core instruction?  
- What is the plan for supporting those students whose data reflects the need for more support?  
  I think appropriate solutions would be... |
| 5 | Reflection on Data |  
- Create an action plan to implement in response to this data and monitor the impact of the implementation plan using student data. |
| 5 | Reflect/Debrief on Process |  
- How well did the process work?  
- What about the process helped you to see and learn interesting or surprising things?  
- What could be improved? |