

## DATA CONVERSATIONS

August 17<sup>th</sup> 2012

Dear Elementary Principals/Teachers,

Regular review of data is an essential part of effective instruction. Data provides us with feedback about students understanding of our instruction. This work requires timely administration of assessments AND regular review of the results with your grade level teams.

Consequently, schools must:

- administer the assessment on schedule
- focus the data conversations on any of the following assessments:
  - Benchmark
  - DIBELS
  - Program embedded (Prentice Hall, Open Court, Everyday Math and MIE)
  - Other common formative assessments
- record the data conversation and next step plans on **the Grade Level Meeting Minutes** form that is provided. If your school uses a similar form, you may submit that form in lieu of the attached version
- submit this documentation of the grade level data discussion two times per year in **ELA, Math and ELD**.
- submit the completed Grade Level Meeting Minutes form AND a meeting agenda to Categorical and Instructional Support Services (CISS - a part of Ed Services) at Vista Hills on **November 30<sup>th</sup>, 2012** and **May 31, 2013**.
- Important Note: Please do not submit copies of the actual assessments.

Some reminders:

- All Benchmark Assessments will be distributed at least a week prior to the start of the assessment window.
- Everyday Math assessments are available in the consumable assessment booklets provided to all elementary schools via the textbook ordering process.

Please call CISS staff at 307-4522 if you have any concerns or suggestions.  
Thanks for all that you do!