

## DATA CONVERSATIONS

August 17<sup>th</sup> 2012

Dear Secondary 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 department.

Therefore, schools must:

- administer the assessments on schedule
- focus the data conversations on any of the following assessments:
  - Benchmark
  - Program embedded (English, Writing, Math, ELD)
  - Other common formative assessments
- record the data conversation and next step plans on the **Department Meeting Minutes** form that is provided. If your school uses a similar form, you may submit that form in lieu of the one provided
- submit this documentation of your department discussion two times per year in **English, Math and ELD**.
- submit the completed Department Meeting Minutes form AND a meeting agenda to Categorical and Instructional Support Services (CISS - a part of Ed Services) at Vista Hills on **December 12<sup>th</sup>, 2012** and **May 31, 2013**.
- Important Note: Please do not submit copies of the actual assessments.

Please call CISS staff at 307-4522 if you have any concerns or suggestions.

Thanks for all that you do!