**The Data Audit Worksheet**

Step 1: Brainstorm

| **Source of Data** | **When are the data received? Can this date be moved?** | **What are the data used for?** | **Who has access to the data?** | **Where are the data stored?** |
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| *Ex: PARCC* | *End of the year, cannot be moved* | *Assessing where students are at the end of the year, assessing student growth* | *State, District, Testing Coordinator, Principal* |  |

Step 2: Assessing the Purpose of Pieces of Data

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| **Movable Data Source** | **What purpose do the data serve to other meetings and deadlines? Will the data be available for these?** | **If the dates need to be moved, how will they be moved? Are there other pieces that will need to be moved as well?** |
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Step 3: Aligning Data with SGO Steps

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| **SGO Step** | **What Data Could Support This Step?** | **What Data Could Support Teachers in this Step of the SGO Process?** | **Do The Relevant Dates Currently Align with One Another? If no, how will this be addressed?** |
| **Step 1: Choose or Develop Quality Assessments** |  |  |  |
| **Step 2: Determine Starting Points** |  |  |  |
| **Step 3: Set Ambitious and Achievable Student Growth Objectives** |  |  |  |
| **Step 4: Track Progress** |  |  |  |
| **Step 5: Review and Score** |  |  |  |