Dynamic Data Notebooks

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Essential Questions:

1. Why do we need data notebooks?
2. How do we collect, organize, and analyze data on our SPED students?
3. What data/information should we include in our data notebooks?
4. How can we use the data collected and organized?
5. How can we share the data with students, parents, and other stakeholders?
Why do we need data notebooks?

The beginning of a new school year, with new students, is somewhat like buying a new home without getting a home inspection.
Why do we need data notebooks?

As we “move in” and get settled with our new students, we begin to see the cracked windows, leaky pipes, and foundation issues.
Why do we need data notebooks?

The data that we gather is vital to the remodeling and building process. Like blueprints or architectural plans, our student data gives us the specific areas that need the most attention, and the areas that will just need a little sprucing up.
Why do we need data notebooks?

When this data is collected it must be organized and analyzed to give us the clearest picture of where our students are, and where they need to go.

Data notebooks provide the organization, analysis, and goal setting that is needed to ensure our little “houses” are on the right path to meeting their IEP goals and making progress throughout the school year.
How do we collect, organize, and analyze data on our SPED students?

- **Infinite Campus & SLDS** (student information systems)
- **Online information systems**
  - Achievement Series, DIBELS, STAR reading, Scholastic Reading Inventory, i-Ready, GOFAR
- **Classroom/Gen. Ed. Teachers**
- **Curriculum Facilitator, Academic Coach & Assistant Principal**
- **Other Assessments**
  - Math Facts Assessments, IKAN assessments, Classroom assessments, Sight Word Assessments, Informal Decoding Inventory, Brigance Inventories, Observation Checklists
What data/information should we include in our data notebooks?

TABLE OF CONTENTS:

I. Basic Information
   a. System/District Calendar
   b. Special Education Calendar
   c. System/District Personnel Contact Information
   d. Live Binder Directions
   e. IEP Guide & Reference Sheet
   f. Testing Accommodations List
   g. ________________________________
2014-2015 GA Student Assessment Handbook


Murray County ESS LiveBinder

http://www.livebinders.com
What data and information should we include in our data notebooks?

II. Forms & Templates
   a. Sample Case Manager Welcome Letter
   b. Physician’s Report (blank)
   c. Special Transportation Request Form
   d. IEP Due Process Checklist
   e. Lead Teacher IEP Checklist
   f. Read-Aloud Accommodation Checklist
   g. Calculator Accommodation Checklist
   h. Georgia Alternate Assessment Checklist
   i. FTE Student Form
   j. Parent’s Rights (short form)
   k. Parent’s Rights (English)
   l. Parent’s Rights (Spanish)
   m. ESY Documentation Packet
   n. Referral for Occupational Therapy/Physical Therapy
   o. Assistive Technology Parent Permission
   p. Special Education Dismissal from Services Form
   q. ________________________________
Templates/Forms Online

- Parent’s Rights Condensed Form
  - [https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Documents/Parents%20Rights/Special%20Education%20condensed%20Parents%20Rights%20Revised%20July%202014.pdf](https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Documents/Parents%20Rights/Special%20Education%20condensed%20Parents%20Rights%20Revised%20July%202014.pdf)

- Parent’s Rights Spanish Form
  - [https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Documents/Parents%20Rights/Parents_Rights_Spanish.pdf](https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Documents/Parents%20Rights/Parents_Rights_Spanish.pdf)
What data and information should we include in our data notebooks?

III. Caseload Students IEP Information
   a. Student Schedules
   b. Goals, Objectives, Instructional Accommodations, and Testing Accommodations (printed from the IEP)
   c. Student Medical Information
   d. Student Behavior Intervention Plans
   e. Class Size List
   f. ____________________________
What data and information should we include in our data notebooks?

TABLE OF CONTENTS (continued):

IV. FTE/Student Record Information
   a. Student Record Codes
   b. Environment Codes
   c. Inclusion Codes
   d. Program Codes
   e. FTE Student Form Guide
   f. FTE Student Information Sheets
What data and information should we include in our data notebooks?

V. Collaboration & Lesson Plans
   a. Lesson Plans (evidence showing collaboration with co-teachers is included and current) (NOTE: Lesson plans may be kept in a separate binder – make note of this in the data notebook)
   b. Notes and Handouts from SPED Meetings
   c. E-Mails and Correspondence
   d. __________________________
   e. __________________________

VI. Parent Contacts
   a. Parent Contact Log (template)
   b. Individual Contact Sheets (printed from Infinite Campus)
   c. E-Mails and Correspondence
   d. Mid-Year Data Summary
   e. __________________________
What data and information should we include in our data notebooks?

### VII. Assessment Data

- a. Comprehensive Student Data Sheets (for caseload)
- b. SLDS Reports (CRCT, ACCESS, Attendance, Grades)
- c. District Benchmark Assessments
- d. DIBELS
- e. iReady
- f. Math Facts Assessments and/or IKAN Math Assessments
- g. Informal Decoding Inventory
- h. Sight Words
- i. Scholastic Reading Inventory
- j. Student Learning Objective (SLO) Assessments
- k. ________________________________
- l. ________________________________
- m. ________________________________
What data and information should we include in our data notebooks?

VIII. Analyzed Work Samples
   a. NOTE: Work samples may be kept separately from the data notebook, but must be noted in this section (location of work samples)
   b. Work Sample Analysis Template
   c. Sorted by Student
   d. Standards Based Commentary
   e. Intervention Plan Template
   f. Intervention Plans (if standards are not met in work samples)
   g. ________________________________
Questions for Discussion:

1. How is this data notebook like what you have been doing in your classroom?

2. How is this data notebook different from what you have been using in your classroom?
How can we use the data once it is collected and organized?

- Identifying student **strengths** and **weaknesses**
- Identifying areas of student **growth**
- Monitoring **progress** and warning of regression
- **Documentation** for parent meetings
- **Connecting** with students and their learning
- Identifying **root causes** for student weaknesses
- **Collaborating** with general education teachers
- **Guiding** lesson planning and instructional decisions
- **Reflecting** on teaching practices and lesson plans
How can we share the data with students, parents, and other stakeholders?

- Mid-Year Data Review Template
- *i-Ready* Student Progress Reports
- Analyzed Work Samples
- IEP Progress Reports
- Caseload Data Summary Sheets
- Parent/Teacher Conferences
- Grade-Level and Co-Teaching Data Reviews
- Faculty-Level Data Reviews (Title I, etc.)
- Data Walls & Data Centers
How can we share the data with students, parents, and other stakeholders?

- Now it’s your turn!
- Please share with your elbow partner ways that you share data and collaborate with others using the data you collect. (2 minutes)
- Now, share your ideas with the group.
Contact Information

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